

Transient Student Documentation Instructions

Updated December, 2015

The Office of Accessibility Services establishes academic and/or housing accommodations for students with a documented disability. The Americans with Disabilities Act (ADA) defines a disability as a physical or mental impairment that substantially limits one or more major life activities. The University System of Georgia Board of Regents (USGBOR) requires current and comprehensive documentation for any diagnosis of a disability in order for disability services providers to determine appropriate accommodations and services. Please see [Appendices D-H of the USGBOR Academic and Student Affairs Handbook](#) for more information.

A transient student is a student who is enrolled at one institution, but taking classes at another that will count towards their degree at their home institution. A transient student with a disability who wishes to receive accommodations while taking classes at UWG should do the following:

- Request that the disability services provider at the home institution provide a copy of the accommodations report to Accessibility Services at UWG. The report should clearly outline the accommodations received at the home institution.

OR

- The disability services provider at the home institution may provide a signed letter, on letterhead, stating the approved accommodations.

The documentation can be submitted in person or by mail to the UWG Counseling Center, 123 Row Hall, Carrollton, GA 30118, by fax to 678-839-6429, or by email to counseling@westga.edu.

PLEASE NOTE: Accommodations will not be provided for a transient student until this documentation is provided. It is suggested that students have their documentation submitted at least two weeks prior to enrollment.

- Once documentation has been submitted, students should contact Accessibility Services to set up an appointment. This appointment may be in person or by phone. During this meeting the accommodations will be discussed. Any accommodations available at UWG that are listed by the home institution for the student will be provided. Occasionally, institutions may provide different accommodations to meet a student's access needs. If an alternate accommodation is appropriate this change will be discussed. The process for using accommodations will also be discussed.