

APPLICATION FOR ACCOMMODATIONS
Students with Disabilities
Texas Tech University Health Sciences Center
Office of Student Services
Room 2C400

To apply for assistance, you should complete and return this form with the requested disability documentation. The information requested is necessary if we are to assist you efficiently and effectively with support services. To receive accommodations, you must be admitted to Texas Tech University Health Sciences Center (TTUHSC) through the regular admissions procedures.

Part I. General Information

Name: _____
Last First Middle (Maiden) Preferred

Social Security #: _____ Entrance Term: _____

Date of birth: _____ Sex: _____

Department: _____ Classification: _____

Local address: _____
Street City State Zip Code

Local Telephone # (_____) _____

Permanent address: _____
Street City State Zip Code

Permanent Telephone # (_____) _____

Part II. Disability Information

Disability: _____

Date of onset: _____

Limitations: _____

Please attach medical/diagnostic report(s) which provide(s) evidence of above disability and its limitations to your mobility and/or academic performance. This report must have been completed within the past three-(3) years. Also, provide the name, telephone number and address of a physician/psychologist/audiologist who is familiar with your personal needs.

Part III. Emergency Information

In case of emergency, please contact:

Name: _____ Relationship: _____

Address: _____
Street City State Zip Code

Telephone(s): _____

Other Instructions: _____

Part IV. Specific Accommodation Information

In the space provided below, please provide any other specific details concerning assistance you might need in order to better assist you.

Part V. Special Accommodation Request

Faculty is not permitted to provide accommodation for your disability needs unless you provide proof of a disability for which the accommodation you are requesting is appropriate. Such proof should be provided at the beginning of the semester.

Student Responsibilities for Securing Accommodation

- 1) Meet with your instructor during the first week of the semester to clarify any individualized accommodation needs or questions pertaining to the classroom environment or course assignments.
 - Present the professor with the accommodation request.
 - Discuss with the professor how your disability might affect your performance in class and the specific accommodations required. For example, the need for extended test time and in-class written assignments, alternate test format or location, scheduled medical appointments, side effects from prescribed medications (if any), and describe any special equipment or assistance you will need such as a tape recorder, communication device, etc.
 - If you need a note taker or special testing considerations, it is your responsibility to make the arrangements after speaking with you instructor.
 - If, for any reason, you have difficulty arranging the accommodations which have been deemed reasonable, you are expected to report the matter to the Office of Student Services, Room 3B310, (806) 743-2300 by the 12th class day of any given semester.

I have read the Application for Accommodations Instructions and understand my role and responsibilities in securing assistance support services, and reasonable accommodations related to my disability.

Student Signature: _____

Date: _____

Please return completed form to:

TTUHSC Office of Student Services

3601 4th Street, Room 3B310

Lubbock, TX 79430

Attn: ADA Compliance Officer for Students

Authorization to Exchange Information

I, _____, SS# _____ give my permission to TTUHSC Office of Student Services to exchange such information with:

_____ Texas Rehabilitation Commission

_____ Texas State Commission for the Blind

_____ Texas Tech University

_____ Veteran's Administration

_____ Other: _____

as may be necessary for me to receive, apply for and/or receive services related to my disability.

Signature

Date