

- Announce in class that students with accommodations must speak with you during your office hours and/or email you.
- Meet individually with students who inform you that they have accommodations so that they can make you aware of what they will need this semester.
- Read through the student's SAR (Student Accommodation Report) to ensure that you have a thorough understanding of their accommodations.
- When you have questions about accommodations, refer to the Accessibility Accommodations Reference Handbook or contact the Office of Accessibility Services.
- Make sure information regarding accessibility services is in your syllabus. This language is included in the [common language for course syllabi](#).

**Contact Information:**

**Accessibility Services**

678-839-6428  
counseling@westga.edu

**Academic Testing Services**

678-839-6435  
testwest@westga.edu