

OGEECHEE TECHNICAL COLLEGE  
**DISABILITY SERVICES**

Admissions: 912.688.6994 | Registrar: 912.486.7221 | Disability Services: 912.486.7211 | Financial Aid: 912.681.5500

**ACCOMMODATION REQUEST FORM**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Date \_\_\_\_\_

Student ID \_\_\_\_\_ Cell Phone \_\_\_\_\_ Current Semester \_\_\_\_\_

**For which semester are you requesting an accommodation?** (Ex. Spring 2017, Fall 2017) \_\_\_\_\_

*List each course and instructor for which an accommodation is requested:*

Course #1 \_\_\_\_\_ Instructor \_\_\_\_\_

Course #2 \_\_\_\_\_ Instructor \_\_\_\_\_

Course #3 \_\_\_\_\_ Instructor \_\_\_\_\_

Course #4 \_\_\_\_\_ Instructor \_\_\_\_\_

Course #5 \_\_\_\_\_ Instructor \_\_\_\_\_

Course #6 \_\_\_\_\_ Instructor \_\_\_\_\_

**Indicate your requested accommodations. Use the blank space near “other” to type in your request for accommodations not listed.**

- 50% extended time for quizzes, exams, and in-class assignments
- 100% extended time for quizzes, exams, and in-class assignments
- Private testing location
- Use of computer for note taking
- Permission to audio record lectures
- Access to lecture notes/power points if available
- Use of calculator for exams/quizzes unless it compromises the essential function of course
- Screen reader for quizzes, exams, in-class assignments
- Assistive listening device
- Communication Access Realtime Translation
- Other

You may only request accommodations for which you have had prior approval. Schedule a meeting to discuss any new requests for reasonable accommodations.

***Accommodation Letters will be emailed to your OTC email address.***