



Where do I go for services or more information?

Academic Support Office

Bottom Floor
George M. Lawson Academic Center

Reinhardt University

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Confidentiality:

The Academic Support Office treats as confidential any written material obtained to verify a disability, to plan for appropriate services, or to document services and contacts.



Academic Support Office

Reinhardt University is committed to providing an accessible environment for students with documented disabilities based on the principle of universal design. Therefore, since 1982 Reinhardt's Academic Support Office has provided support to students with disabilities. This highly successful program supports approximately 120 students per year. The Academic Support Office is responsible for coordinating accommodations that ensure qualified students receive access to their educational goals.

Academic Support Office Mission

The Academic Support Office assists the University in fulfilling its commitment to educate and support students with documented disabilities who qualify for admission. Our mission is to promote equal educational opportunities and a welcoming academic, physical and social environment for students with disabilities. We work hard to make sure that you have every opportunity to receive a great education at Reinhardt University. Our vision is shaping lives and building futures, and we want you to be a part of this vision.

Since 1982, Reinhardt's Academic Support Office has provided assistance to students with specific learning disabilities and/or Attention Deficit Disorder.

**Sponsored by the
Academic Support Office (ASO)**

What is the role of the Academic Support Office?

The Academic Support Office (ASO) at Reinhardt University provides academic services to address the needs of students with documented disabilities by:

- » Coordinating the process for determining eligibility
- » Assisting students in obtaining appropriate accommodations
- » Advocating for students with disabilities by educating faculty, staff, and students
- » Supporting students to serve as their own personal advocates

What accommodations can be provided?

A variety of services are provided based on each student's individual needs. Most services are provided at no additional cost to students. Support services and accommodations may include, but are not limited to:

- » Extended test time
- » Designated note takers
- » Alternative format materials, such as E-text, braille, enlarged prints, scribe or reader
- » Adjustable tables and seating
- » Explanatory letters to instructors
- » Assistive technology
- » Academic coaching
- » Regular meetings to discuss academic progress
- » Consultation with faculty and/or staff to advocate for the student
- » Disability counseling services
- » Classroom accessibility
- » Tutorial referrals
- » Workshops/materials on effective study and test-taking skills
- » Information and referrals to campus and community support services
- » Disability related peer groups
- » ASO tutorials- one-on-one tutoring (paid)



Who is eligible for ASO services?

Students with a physical or mental impairment that substantially limits one or more major life activities, such as learning, walking, seeing, hearing, speaking, or breathing, may be eligible for accommodations. Disability areas include, but are not limited to:

- » Acquired/ traumatic brain injury
- » ADHD/ADD
- » Learning disorders
- » Hearing impairment
- » Visual impairment
- » Psychological disorder
- » Neurological disorder
- » Autism spectrum disorder
- » Chronic medical condition
- » Other disabilities covered under the ADA and section 504 of the Rehabilitation Act

What do I do to receive services?

It is the student's responsibility to:

- » Contact the Academic Support Office and request an appointment to discuss the process for voluntarily self-disclosing a disability and for requesting accommodations.
- » Submit a professional documentation, by appointment, to ASO staff person. Allow time to review the documentation, to explain the accommodations that are desired, and to complete a confidentiality agreement.
- » Permit ASO staff to determine eligibility and appropriate accommodations.

- » Work with ASO, faculty and staff to complete the steps required to arrange your accommodations. (Accommodations are individualized, flexible and confidential, based on the nature of the disability and the academic environment.)

What is professional documentation?

- » Professional documentation is provided by someone who is licensed to diagnose the particular disability
- » Professional documentation verifying disability and explaining limitation must not be more than five years old and must be provided initially to help determine eligibility for ASO
- » Additional documentation may be required during the eligibility process and/or periodically during the student's time at Reinhardt University

When should I apply for services?

A request for Academic Support services may be submitted at any time. If you are currently attending or planning to attend Reinhardt University, you are encouraged to contact ASO as early as possible.

Adjusting to a new campus setting is a challenge for all students. However, the adjustment process can be made less difficult through careful planning. Please note that neither the type nor severity of a disability has as much impact on a student's transition as his or her effort and attitude.

