



How to Register

Students should complete [Registration form](#) and submit it along with any supporting documentation of how their condition impacts them in the educational setting. Types of helpful documentation supportive of accommodation requests include medical records, psycho-educational testing, and school records. Students who do not have copies of this type of information, are welcome to meet with the Director of the Academic Support Center to discuss other ways to demonstrate a connection between their condition and any academic barriers they anticipate facing.

Students who need to request documentation from a licensed professional are encouraged to send the [Medical Disability Verification form](#) to their doctor or treating professional.

Once the Director receives and reviews submitted information the Director will send an email via students CTX email account or contact by phone to schedule a meeting to discuss accommodation request. Generally, the outcome of this meeting will be that an email identifying the agreed upon accommodations will be sent to the student and their professors. In some cases, further documentation may be required to support an accommodation's request.

New students are encouraged to contact the Director of the ASC before the beginning of classes so that there is time for all needed accommodations to be arranged. Failure to do so may result in a delay in receiving accommodations. (Please review the [Roles & Responsibilities in the Accommodation Process](#) for more information.)

Ruth Cooper, Director of the Academic Support Center
11400 Concordia University Dr.
Austin, Texas 78726
ruth.cooper@concordia.edu;
phone: 512-313-5031; fax: 833-790-5307