



## PROCEDURES OF CONCORDIA UNIVERSITY TEXAS DISABILITY SUPPORT OFFICE

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### **How to Register**

In order to provide students with accommodations or other needed services we ask them to describe their disability, their past use of accommodations and the disability's likely impact on their educational experiences. In order to do this we ask that you complete the attached [Registration Form](#) (PDF) and submit it along with any supporting documentation of how your condition impacts you in the educational setting. Types of helpful documentation supportive of accommodation's requests include medical records, psycho-educational testing, and school records. If you don't have copies of this type of information, you are welcome to meet with the Director of the Student Success Center to discuss other ways to demonstrate a connection between your condition and any academic barriers you anticipate facing.

Documentation can provide a valuable tool for helping the Director of the SSC understand how courses, systems and facilities may present barriers, and for planning strategies, including reasonable accommodations, which facilitate access. The Director of the SSC often uses external documentation to support requests for accommodations.

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.

Please submit the [Registration Form](#) (PDF) and supporting documentation to:

Ruth Cooper, Director of the Student Success Center  
11400 Concordia University Dr.  
Austin, Texas 78726  
[ruth.cooper@concordia.edu](mailto:ruth.cooper@concordia.edu);  
phone: 512-313-5031; fax: 512-597-2482

New Students are encouraged to contact the Director of the SSC 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.)

Once the Director receives and reviews your submitted information she will send you an email via your CTX email account or contact you by phone to schedule a meeting to discuss your request. Generally, the outcome of this meeting will be that you will be emailed letters indicating needed accommodations. It is the student's responsibility to email this letter to professors. In some cases, further documentation may be required to support an accommodation's request.