Getting Started with the Office of Student Access Ability

**NEW STUDENT CHECKLIST**

**A New Student Is...**
A student who has never registered with the Office of Learning Assistance at HPU, but has been accepted to the University and has registered for classes.

1. Complete and return the Request for Accommodations and Services.
   - Forms can be retrieved online or in our office. They can be returned by fax, regular mail, or dropped off in person.

2. Submit Current disability documentation.
   - Request forms will not be reviewed until documentation is received.

3. OLA will contact students to schedule an intake appointment.

4. Attend intake appointment.
   - Review and discuss documentation with the Learning Assistant Coordinator

If disability documentation is approved:

5. An individual service plan is established with student to determine what accommodations will be provided.

6. Students given Accommodation Letter

7. Schedule a time to meet with professor. Give him/her the Accommodation Letter

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**OFFICE OF LEARNING ASSISTANCE**

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