

# Getting Started with the Office of Academic Success -Learning Assistance

## NEW STUDENT CHECKLIST

### A New Student Is...

A student who has never requested Learning Assistance at HPU, but has been accepted to the University and has registered for classes.

#### 1. Complete and return the Request for Services form.

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Forms can be retrieved online or in our office. They can be returned by regular mail, email, or dropped off in person.



#### 2. Submit documentation supporting the request for Learning Assistance.

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Request forms will be reviewed after all documentation is received.



#### 3. Schedule an Appointment. Call or email the Office of Learning Assistance

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to schedule an intake appointment.



#### 4. Attend intake appointment.

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Review and discuss documentation with the Learning Assistant Coordinator

If accommodations are approved:



#### 5. An individual service plan is established

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with student to **determine what accommodations will be provided.**

#### 6. Student is given Accommodation Letter

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#### 7. Student schedules a time to meet with

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professor. Give him/her the Accommodation Letter



#### OFFICE OF LEARNING ASSISTANCE

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