

REGISTER WITH ACCESS AND INCLUSION

If you have a qualifying disability (as defined in [Section 504 of the Rehabilitation Act](#) and the [American with Disabilities Act](#)), you can register with the Access and Inclusion office at Texas A&M Central Texas.

Step 1: Contact the A&I Office

Contact the A&I Office to start your request.

You should **contact the A&I Office at least 3 weeks before your first day of class** to make sure you'll have your accommodations ready on time. However, accommodations can be requested throughout the semester.

Access and Inclusion can be reached via:

Email: access@tamuct.edu

Phone: 254-501-5836

Step 2: Provide Documentation & Complete the Intake packet

For the A&I Office to fully review your request, we ask you to provide documentation about your condition.

Complete the [Access and Inclusion Intake form](#).

What happens next?

Once your documents and intake form have been reviewed and found to be sufficient, you will be contacted about your accommodation request. Students will meet with the Access and Accommodations Coordinator to discuss the documentation provided, the student's needs, and what reasonable accommodations the student will receive.

The final decision as to which accommodations may be reasonable rests with the Access & Accommodations Coordinator. Students have the right to appeal any accommodations decision via the University's Grievance and Appeal Process (<https://www.tamuct.edu/student-affairs/student-grievance.html>).

If the documentation provided does not substantiate the need for accommodations, additional documentation will be requested.

If you've been approved, you'll receive a letter of accommodation via email. Upon receipt of the letter, the student should schedule a meeting with faculty to discuss the specific accommodations outlined in the letter and how they will be implemented. It is in the best interest of the student to do this early in the semester, as accommodations are not retroactive.

Access and Inclusion will create and maintain an electronic file for you that will be kept up to 3 years.