



**Student Disability Office**

Main Campus  
1401 S. College Avenue  
Levelland, Texas 79336  
806-716-2529

## Student Checklist for Visually Impaired Students

1. **Talk with your DARS casework about your decision to attend college and the following topics:**
  - a. Tuition Waiver
  - b. Textbook and/or E-books
  - c. Adaptive Equipment and Training - (JAWS software preferred) – Make sure you have had extensive training on all adaptive equipment before beginning classes.
  - d. If you are entering a vocational/technical program, check with your DARS caseworker about interfacing your adaptive equipment with program specific equipment.
  - e. Training for basic computer skills – Required to be successful in college.
  - f. Support Service Providers (READER/SCRIBES) for homework.
  - g. Orientation Mobility Services
  - h. Transportation to and from Campus
  - i. Campus Housing
2. **Apply EARLY for Admissions to the College** - (806) 716-2374 for assistance. Fill out online Common Application
  - a. Call your High School and have your transcripts sent to the Admissions Office.
  - b. Send your Tuition Waiver to the Admission Office.
  - c. **After you have been admitted**, contact the Student Disability Office at (806)-716-2529 and apply for disability services/accommodations. (Submit application & disability documentation).
3. **Placement/Program Testing**
  - a. Have testing accommodations in place. Requests made through Disability Office.
  - b. Register and pay for Placement and/or Program Specific testing after being approved for services.
4. **Apply EARLY for Financial Aid** – (806) 716-3800 for assistance.
  - a. Can apply just as soon as you file your tax returns.
5. **Apply EARLY for Campus Housing** – (806) 716-2379 for assistance.
6. **Arrange Transportation to the Campus**
  - a. Spartan Transportation (800) 462-8747
7. **Orientation & Mobility Services**
  - a. Contact DARS. Make sure you can navigate the campus before classes begin.
8. **Textbooks/E-Books**
  - a. Register early for classes. Request E-books 6-8 weeks prior to the start of classes. E-Book requests are done through the Disability Office after you have purchased your textbooks. (JAWS screen reader software is recommended) We cannot guarantee e-books ordered after classes begin.