

How to Apply for Services with Student Disability Services (SDS)

Students must request to receive disability related accommodations by completing the following process:

1. Apply and be accepted for admission to Texas A&M University-Commerce through the University's [admissions process](#).
2. After being admitted to the University, complete and submit your application for Student Disability Services:
 - a. Go to <https://andes.accessiblelearning.com/TAMUC/>
 - b. **Choose New Student Application > Single Sign on > Online Student Application page.**
 - c. Fill out the information, you will have 30 minutes to complete the form. If not completed in that time the system will timeout and you will need to begin again.
 - d. When the application is successfully submitted there will be a checkmark at the top of the screen.
3. Upload documentation as prompted that supports your request for accommodations. See *guidelines for documentation*.

After completing the application and uploading the necessary documentation, a SDS staff member will contact you to discuss possible accommodations. If the documentation submitted is not sufficient to be considered for accommodations, you will receive an email letting you know that additional documentation is required. Once approved for accommodations, students must request accommodations for their classes each semester using the AIM system in order to have Faculty Notification Letters (FNLs)/Accommodation Letters prepared and distributed to instructors.

You've applied for services through SDS, what's next?

Once a student's application and supporting documentation are received, the student's file will be submitted to a SDS staff member for review. After review, the staff member will contact the student to schedule a time to discuss possible accommodations. If the student is approved for accommodations, an approval letter will be emailed to the student's Leo email account. This process may take up to two weeks depending upon current case loads and time of semester that accommodations are requested. At the postsecondary education level, students are solely responsible for decisions regarding their accommodation needs. Parents may attend meeting with their student and SDS staff at the student's discretion.

Contact us at:

Waters Library, Room 162 by Starbucks

(903) 886-5150

StudentDisabilityServices@tamuc.edu

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