



Middle Georgia State University

Disability Services
Allen Chastain, Director

For Office Use Only:

Received by (staff):

100 University Parkway Macon, GA 31206 • Phone: 478-471-2985 • Fax: 478-471-5730 • www.mga.edu/disability-services

Disability Services Intake Form

Name: _____ Student ID: _____ D.O.B _____ Date: _____

Telephone: _____ Student Email: _____ Other Email: _____

Address: _____
Street City State Zip

Relationship Status:

Educational Experience: (Please Give Names)

Age:

High School:

Level/Year:

College:

Major(s): _____ Minors(s): _____

Veteran: Yes No

Person to Contact in Case of Emergency:

Name: _____ Relationship: _____

Home Phone of Emergency Contact: _____

Other Phone of Emergency Contact: _____

Have you ever been diagnosed as having a disability? Yes No

When was the diagnosis made?

Please describe the nature of your disability:

Accommodations you are requesting at MGA:

Please describe how the requested accommodations will help you with aspects of academic life?

Please indicate any accommodations & services received at previous academic institution(s):

Contact person at previous institution: _____ Phone #: _____

Clinician/Therapist Contact Person: _____ Phone #: _____

Referred to Disability Services by: _____ Phone #: _____

Below are a number of concerns which people often wish to discuss. Please indicate the degree to which each one is an issue for you.

0-Not at all

1-A little bit

2-Moderately

3-Quite a bit

4-Extremely

Possible Personal Counseling Issues

1. Alcohol/drugs
2. Appearance/weight
3. Assertiveness
4. Anxiety
5. Depression
6. Eating problem
7. Expressing Feelings
8. Financial concerns
9. Grief
10. Loneliness
11. Relationships
12. Sexuality

13. Thoughts of suicide

Possible Career Counseling Issues

14. Career Change
15. Choosing a Major
16. Choosing a Career

Possible Academic Counseling Issues

17. Grades/probation
18. Learning Styles
19. Motivation/time management
20. Procrastination
21. Test taking/anxiety
22. Physical/learning disability

Disability Services provides services at no cost to students **currently enrolled at MGA. Students must be attending class at the time services are sought.** Our hours for Fall and Spring semester are 8:00 a.m. to 5:30 p.m. Monday through Thursday, and 8:00 a.m. to 12:00 p.m. on Friday. Our hours for Summer semester are 7:30 a.m. to 6:00 p.m. Monday through Thursday, and closed on Friday. Services are provided on an appointment basis. Appointments are made in person or by phone. Email may also be used to schedule appointments, but may not be used to discuss any confidential information pertaining to a student's record with our office. Participation is voluntary.

Consumer Rights and Responsibilities

Professionalism: Students will be seen by a Disability Service Provider (DSP) to assure their needs are met by a trained professional who participates in supervision, consultation, and professional development to maintain the highest possible skill base. It is okay to ask a DSP to discuss his/her qualifications.

Respect: Students are important us. Expect the DSP to keep appointments and, when necessary, to reschedule well in advance, give the student complete attention during sessions, and strive to provide the most effective services possible. In return, punctual attendance at appointments shows that students care about helping themselves. If a student must reschedule, be responsible and considerate by calling the office and giving advance notice.

Participation: The Disability Services Office and its service providers are in place to be a resource. Our office encourages all students to advocate on their own behalf and practice regular and timely communication with MGA's staff and faculty. Students are expected to reply to emails/phone calls from their DSP in a timely manner. Students are also expected to be responsible in registering for their tests/exam through testing services. In addition, students will be assisted in learning about the full range of services available on campus and elsewhere in the community. Students are encouraged to discuss other campus and community resources with their DSP.

Confidentiality: Information students share while registered with the Disability Services Office will be held with utmost confidentiality. Information students share in meetings or generate through testing services will be held confidential and will not be shared without written permission. Exceptions to this occur if and when a DSP needs to communicate with other academic offices (i.e. Student Affairs, Testing Services, professors) regarding a student's accommodations. Other exceptions would occur if, in the judgment of the DSP, such a disclosure were necessary to protect the student or someone else from imminent danger, disruption of the academic environment, or if their records were subpoenaed by a Court of Law.

Please sign and date below that you understand and accept these rights and responsibilities.

Signature: _____

Date: _____