

Accommodations Request Procedure for Vernon College

1. Send [appropriate documentation](#) to the Office for Students with Disabilities (OSD), along with the semester and year when you intend to enroll, the location of the campus or center you plan to attend, and a phone number or email where you can be reached.

The Director's Fax Number is: (940) 552-6387

The mailing address is: Deana Lehman
Vernon College
4400 College Drive
Vernon, TX 76384

2. Contact the OSD Coordinator as soon as possible if the accommodations you plan to request require time to arrange: interpreters for the deaf, alternative versions of textbooks, adaptive equipment or furniture, etc.
3. Bring your official schedule to the Vernon or Century City Open Registration and look for the ADA Accommodations sign in the registration area to officially request accommodations and pick up your instructor letters.
4. Take your letter to your instructor(s) for a consultation and for a signature and then return the letter to the OSD in the Wright Library.

Contact Information

Vernon Campus: Deana Lehman, PASS Department Director/Coordinator of the OSD
dlehman@vernoncollege.edu (940) 552-6291 ext. 2308
Wright Library Room 217

Jan Shoemaker OSD/PASS Administrative Assistant
jshoemaker@vernoncollege.edu (940) 552-6291, ext. 2307
Wright Library Room 217

Wichita Falls Locations:

Century City Center (CCC) Amber Hunsaker or Clint Wagoner-Tutoring Center
ahunsaker@vernoncollege.edu or cwagoner@vernoncollege.edu
(940) 696-8752, extension 3257 Room 111

Skills Training Center (STC) Mark Holcomb or Debbie Richard
mholcomb@vernoncollege.edu or drichard@vernoncollege.edu
(940) 766-3369, extensions 7105 or 7100