



SPECIAL
POPULATIONS
SERVICES

CONTACT
For Enrolled Special
Services

Tim Lankford - MSC, MAT
Special Populations Liaison
405.595.2213
tim.lankford@metrotech.edu

CONTACT
For Testing Questions

Ask for the Testing Center
or an Assessment Specialist
405.424.8324

CONTACT
For Admissions
Questions

Ask for a Career Advisor for
Adult Programs
405.424.8324

ADMISSIONS & TESTING:

1. Ensure potential students submit online application via Metro Tech website: apply.metrotech.edu
2. Watch email and website for application status and instructions
3. Provide required documents and attend admission interview, as requested
4. At appropriate time, schedule ACCUPLACER test using online system: Click the "Register Now" button to begin test sign-up
5. **PRIOR TO** test date, provide Testing Center with **qualifying condition paperwork***, if accommodations are needed for the ACCUPLACER
6. Take / retake ACCUPLACER and await final admissions decision
7. Begin classes

*Qualifying Condition must be specifically stated on the provided paperwork. Accommodations can not be made for generalized statements about condition(s). ASL interpreters are allowed for testing but not provided until a student begins classes.

ENROLLED SERVICES:

1. **AFTER ADMISSION**, request adult special services using the [Student Special Populations Request Form](#)
2. Watch your email for a response from the Special Populations Liaison
3. Provide the requested **qualifying condition paperwork** (same as above)
4. Consent to services and participate in and Adult 504 Plan meeting
5. Begin receiving services
6. If issues arise, contact the Special Populations Liaison (see left)
7. If testing in the Testing Center, follow their procedures for receiving accommodations in the Testing Center

HOURS OF OPERATION:

Testing Center: M-F | 8:00AM - 4:00PM

Student Services: M-F | 8:00AM - 4:30PM

Special Populations: M-Th | 7:30AM - 3:15PM

F | 7:30AM - 2:45PM