



STEPS TO RECEIVE DISABILITY SUPPORT SERVICES ACCOMMODATIONS AT HCC-SE

Welcome and thank you for your interest in Houston Community College-SE. The following are steps you must follow in order to enroll at HCC and secure accommodations from the Disability Support Services:

1. Apply on-line for admissions at www.hccs.edu
2. Obtain a copy of your **Comprehensive Individual Assessment** or Full and **Individual Evaluation** from High School. Obtain a copy of your last **ARD** meeting (if applicable).
3. Obtain required documents from a licensed professional of the healing arts (e.g., MD, Psychologist, LPT, LPC, LMFT, LMSW-ACP), which indicate your current disability and how it may impact your educational process. Documentation of your disability consists of a **comprehensive Medical or Physical Evaluation** and/or **Psychological Evaluation**. This is required before accommodations can be provided.
4. Obtain an *unopened* **Official Transcript** from previous school(s) attended. Official Transcript can be submitted in person by the student, transcripts submitted by students must be sealed, your ADA counselor will open the transcript.
5. Schedule an appointment with your ADA counselor and remember to bring your **Comprehensive Individual, ARD**, and/or **Comprehensive Medical/Psychological Evaluation** and **Official Transcript** with you to your appointment.

Coleman ADA Counselor:	Dr. Gupta	office #: 713-718-7631
Central ADA Counselor:	Mrs. Scribner	office #: 713-718-6164
Eastside ADA Counselor:	Mrs. Baldwin	office #: 713-718-7218
Northeast ADA Counselor:	Dr. Alvarez	office #: 713-718-8420
Northwest ADA Counselor:	Dr. Russell	office #: 713-718-5422
Southwest ADA Counselor:	Dr. Hauri	office #: 713-718-7909
System	Dr. Price	office #: 713-718-5165

6. Your ADA counselor will review your documentation and determine which placement test is appropriate for you.
7. Schedule a second appointment with your ADA counselor after testing, to evaluate your test scores, develop your class schedule and process the accommodation letter. Remember to bring your test scores to the appointment.

Accommodations are granted on a semester-by-semester basis. You must visit your ADA counselor each semester to obtain a current accommodation letter