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## Ability Services Application Procedures

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### 3 Points of Entry

Students with documented disabilities are encouraged to apply for accommodations during 1 of the following:

- If you require **Testing Accommodations** for the TSI Placement Test (other than extended time: test is untimed).
- If meeting with an ADA Counselor for **Educational Counseling** to review degree plan and course requirements. First complete *applicable* New Student Enrollment Procedures 1-6 (see other side) and apply for accommodations.
- If you have already registered for your courses and require **Classroom Accommodations**.

### Steps to Obtain Disability Support Services

1. Obtain **appropriate documentation** of your disability. Appropriate documentation is required for the intake appointment and before accommodations can be provided.
  - **For a Learning/Intellectual Disability:**
    - Most recent diagnostic assessment including:
      - Diagnosis
      - Intelligence and achievement test results
    - Most recent full and individual evaluation
    - ARD documentation alone is not sufficient
  - **For Other Disabilities:**
    - Recent comprehensive medical, physical, or psychological evaluation or
    - Typed letter on office letterhead with a signature from a licensed professional (MD, Psychologist, Psychiatrist) including the following:
      - Diagnosis
      - Functional limitations
      - How it impacts your educational process
2. **Call and Schedule an Intake Appointment** with your ADA Counselor and remember to bring your documentation. Your ADA Counselor will review your documentation and determine eligibility for services.

Central Ability Services

(713) 718-6164

Central ADA Services Email: [ronald.walker@hccs.edu](mailto:ronald.walker@hccs.edu)

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

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