



**Ability Services
at
Houston Community College**

Thank you for your interest in Houston Community College. Please follow these steps to enroll as a new student and secure accommodations from Ability Services:

1. **Apply on-line** for admissions at www.hccs.edu
2. **Obtain the following documentation for the Ability Services Office:**
The following guidelines are provided to insure that documentation is acceptable.

For a Learning Disability: A copy of the most recent diagnostic assessment summarizing the diagnosis of the learning disability including intelligence and achievement testing results, Comprehensive Individual Assessment or Full and Individual Evaluation from High School if applicable. ARD documentation alone is not sufficient documentation.

For Other Disabilities: 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, Psychological Evaluation, and/or a letter from one of the licensed professionals listed above on official letterhead indicating the diagnosis, functional limitations, and how it may impact your educational process. Documentation and HCC enrollment are required before accommodations can be provided.

3. An *unopened Official Transcript* from high school and all Colleges attended. (It needs to be turned in to the Admission office or sent by the high school.)
4. **Call and schedule an intake appointment** with your ADA Counselor and remember to bring your documentation (**see #2**) with you to your appointment. Your ADA Counselor will review your documentation and determine which placement test is appropriate for you if you haven't taken one yet.

5. Complete the placement test.
6. Submit proof of meningitis vaccine (if under thirty) to Enrollment Services to the Admission office.
7. Schedule and attend a pre-enrollment session.
8. **Schedule a second appointment** with your ADA Counselor, to evaluate your test scores, create a degree plan for your desired program, develop your class schedule and process the accommodation letter.

Ability Services Contacts	
Coleman Ability Services	713-718-7685
Central Ability Services	713-718-7164
Northeast Ability Services	713-718-5949
Northwest Alief Ability Services	713-718-7053
Northwest Katy Ability Services	713-718-5408
Northwest Spring Branch Ability	713-718-5422
Southeast Ability Services	713-718-7144
Southwest Ability Services	
West Loop	713-718-7910
Stafford	713-718-7729

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