



HOW TO OBTAIN COUNSELING AND ABILITY SERVICES (ADA-ACCOMMODATIONS) FOR DUAL CREDIT COURSES

WHO: Dual Credit students

WHAT: Any student requesting accommodations for their Dual Credit course/s must complete the established process with the HCC Counseling and Ability Services Department Counseling staff. To become an ADA student with HCC, you must self-identify and have your file at HCC.

WHEN: Students should begin the process as soon as they have applied to take courses at HCC. Please ensure you have your HCC student ID number prior to contacting the office.

WHERE: Students must contact HCC directly to begin and complete the process of setting up services. The point of contact for students with a qualified disability seeking accommodations under the ADA is the Counseling and Ability Services Office.

HOW: Students have multiple ways to connect with the HCC Counseling and Ability Services Department

- 1) Complete the HCC Cares form
- 2) Contact an HCC Counselor

Steps for Students requesting Disability - Related Accommodations

Complete Admissions/Enrollment process with HCC

**Next steps all directly with HCC Counseling and Disability
Services Department**

- **Request Disability Services (accommodations) at HCC**
- **Complete the ADA electronic intake forms with HCC**
- **Provide Disability Documents to HCC ADA Counselor**
- **Participate in the Intake Appointment with an HCC ADA Counselor**

Disability Documentation Guidance

For additional guidance and direction please visit the HCC Counseling and Ability Services website: <https://www.hccs.edu/accommodations> and/or contact an ADA Counselor.

Please note / Student Responsibilities / Attention

- Your high school accommodations do not automatically transfer to your dual credit courses.
- You may need to obtain current/additional disability documents to receive accommodations for your Dual Credit courses.
- Students must actively participate in the process; your parent/guardian/s are welcome to support along the way.
- Accommodations are not retroactive in higher education, start early and plan accordingly.

Questions? Contact us!

HCC.Cares@hccs.edu or <http://hccs.edu/contactada>

The Counseling and Ability Services Offices are located at each of our six colleges.