



## How to Register for Disability Services at Montgomery County Community College (MCCC)

All students must register with Disability Services to receive accommodations and services at the College, even if they had services in high school or at another college or university.

### Register with Disability Services:

1. **Register for classes:** In general, you should register for classes with an Academic Advisor, before registering with Disability Services. (*Exceptions are students that require accommodations to complete the advising and registration process.*)
2. **Gather documentation:** Carefully read the Montgomery County Community College **Documentation Guidelines** to determine the type of documentation for your specific disability. If you have more than one disability, obtain recent documentation of each condition.
3. **Have your documentation sent to Disability Services** using our electronic [Secure File Transfer](#) or fax (215 619-7174). Per College policy, if your documentation is not complete or does not meet College guidelines, we may request additional documentation.
4. **Schedule an Intake appointment:** This appointment should be made by the student. While you may begin this process at any time, you are advised to schedule appointments in advance of the start of the semester, *in order to have accommodations in place for the beginning of classes*. Although we make every attempt to schedule Intakes as soon as possible, please be aware that Intakes may be scheduled one to two weeks after the date on which you contact us, depending upon the time of year and the number of students that have scheduled Intakes before you.
5. **Attend the Intake appointment** The Intake appointment will last approximately one hour. These meetings are with the student. Please come prepared to discuss your academic strengths and challenges, how your disability has impacted you within the educational setting, and accommodations or strategies that have been helpful in the past. We will determine accommodations at the College, and describe Monto policy and procedures for students with disabilities, and other services at MCCC that may support your success.



## **SERVICES FOR STUDENTS WITH DISABILITIES DISABILITY DOCUMENTATION GUIDELINES**

Montgomery County Community College is committed to providing equal access to its educational programs as mandated by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Reasonable accommodations for students with disabilities are made on a case-by-case basis and may require specific documentation. Please consult with Disability Services to determine if documentation will be required with which to evaluate your specific request for reasonable accommodation.

Disability documentation should confirm the existence of a disabling condition; identify current deficits that cause limitations, preferably in a college setting; and relate the current impact of the condition to each of the requested accommodations. Documentation must include the date of the most recent evaluations, and the signature, title, and credentials of the evaluators or professionals who prepared the documentation.

**Documentation must be provided by a licensed professional, qualified to make diagnoses in the specific area of disability who is not related to the student.** Due to the differences between K-12 and college, an IEP or 504 Plan *alone* is generally not sufficient documentation for higher education, although it may be submitted along with other documentation. Please consult specific guidelines below for your disability. Physician's prescription pad notes are not acceptable. While Disability Service invites and welcomes recommendations for accommodations from providers, Disability Services has the sole responsibility and authority to determine reasonable accommodations at the College.

**Please present these guidelines to the professional who will provide the College with the needed documentation.**

### **Learning Disability Documentation:**

Learning disability documentation, preferably within three years of enrollment at the college, should include current level of functioning in the following areas:

- Cognitive functioning
- Academic achievement in reading, writing, and mathematics
- Information processing; processing speed and fluency; memory; and executive functioning

The documentation should also include:

- List of tests administered
- Summary of diagnostic interview and relevant history
- A clear statement diagnosing LD
- Data and analysis supporting the diagnosis, including standard scores and percentiles
- Discussion of processing strengths and weaknesses, and whether any deficits currently cause substantial limitations to academic functioning
- A rationale for recommended reasonable accommodations to compensate for deficits.

### **Attention Deficit Hyperactivity Disorder (ADHD) Documentation:**

ADHD documentation, preferably within three years of enrollment at the college, should include the following:

- A clear statement diagnosing ADHD, level of severity, and date of most recent evaluation
- Description of the methods, criteria, and tests (if any) used to make the diagnosis
- Description of current symptoms that meet diagnostic criteria
- Summary of relevant history, evaluation findings, and impact on learning
- Discussion of whether current symptoms cause substantial limitations to learning
- A rationale for recommended reasonable accommodations to compensate for deficits.

## **Psychological Disability Documentation (including Autism Spectrum Disorders):**

Psychological disability documentation, preferably within three years of enrollment at the college, should include the following information:

- DSM diagnosis (if applicable), level of severity, and date of most recent evaluation
- Description of the methods, criteria, and tests (if any) used to make the diagnosis
- Description of current symptoms that meet diagnostic criteria
- Summary of relevant history, evaluation findings, and impact on learning
- Discussion of whether current symptoms cause substantial limitations to learning
- A rationale for recommended reasonable accommodations to compensate for deficits.

## **Physical Disability, Chronic Medical Condition, Visual or Hearing Impairment**

Documentation must include evaluation by an appropriate professional (e.g. medical doctor, physical or occupational therapist, audiologist) relating the current impact of the condition to the requested accommodations. Documentation should be recent, preferably within the last three years; the age of acceptable documentation is dependent the type of disability and the stability of the condition. The following information should be included:

- A clearly stated diagnosis, level of severity, and date of the most recent examination
- Description of the methods, criteria, and tests (if any) used to make the diagnosis
- Summary of relevant history, examinations findings, and current symptoms
- Discussion of whether any manifestations of the condition currently cause substantial limitations to learning or functioning in a college environment
- The expected duration or progression of the condition
- For visual and hearing conditions, attach measurements of impairment.
- A rationale for recommended reasonable accommodations to compensate for deficits.

## **Traumatic or Acquired Brain Injury**

Documentation must be submitted by a licensed physician, neurologist, psychologist or neuropsychologist. Documentation should be current, preferably within the last three years; (the age of acceptable documentation is dependent upon the recency of the injury and student's current functional status).

- A clear statement of the head injury or traumatic brain injury and the probable site of lesion
- A summary of cognitive and achievement measures used and evaluation results including standardized scores or percentiles used to make the diagnosis;
- Description of strengths and weaknesses; identification of substantial limitations to learning
- A summary of present residual symptoms which meet the criteria for diagnosis
- Medical information relating to the student's needs should include the impact of medication
- A rationale for recommended reasonable accommodations to compensate for deficits.

**For questions additional information on policies and procedures for Services for Students with Disabilities, contact us at:**

Disability Services  
Parkhouse Hall  
340 DeKalb Pike  
Blue Bell, PA 19422  
Phone: (215) 641-6575  
FAX: (215) 619-7174  
Email for questions: [disabilities@mc3.edu](mailto:disabilities@mc3.edu)  
Secure file transfer for documentation: [mc3.edu/disabilities](https://mc3.edu/disabilities)

Please visit us at <https://www.mc3.edu/disability-services> for more information