

MONTGOMERY COLLEGE
Disability Support Services – CB 122
51 Mannakee Street
Rockville, MD 20850
Voice: 240-567-5058; Fax: 240-567-5097; TTY: 301-294-9672
www.montgomerycollege.edu/dss

Application steps for students with disabilities requesting services through Disability Support Services (DSS): *Accommodations are provided at all three Montgomery College campuses; however, the College Access Program is offered only at the Rockville Campus. The complete DSS Intake Packet is available on the DSS website listed above.*

Before meeting with a DSS counselor to determine eligibility and services/accommodations, you must complete the following:

ALL NEW MONTGOMERY COLLEGE STUDENTS

CHECK WHEN COMPLETE:

APPLY TO MONTGOMERY COLLEGE

- Send/bring the MC Application to the Admissions and Records Office
- Include a \$25.00 (onetime) application fee

COMPLETE COLLEGE-WIDE PLACEMENT TESTS

- If your first language is English: Call the Assessment Center at 240-567-7459 to obtain the walk-in testing schedule for the *Accuplacer** (untimed, computerized test)

- OR -

- If your first language is NOT English: Call the Assessment Center at 240-567-7459 to schedule an appointment for the *Academic American English Placement Test (LOEP)** (timed, paper and pencil test). Call 240-567-7459 if you have any questions.

ATTEND ACADEMIC PLANNING SESSION

- After you have completed the *Accuplacer*, you must attend a MAP** (MC Advising Program) to receive your scores.

- OR -

- After you have completed the *Academic American English Placement Test (LOEP)*, you must attend an I-MAP** (MC Advising Program for AELP students) to receive your scores.

STUDENTS WITH A DISABILITY:

SUBMIT DOCUMENTATION OF YOUR DISABILITY

At the post-secondary level, it is **the student's responsibility** to provide DSS with current diagnosis and documentation of the disability. You may use the *Release of Information* forms that are enclosed in your Intake Packet to obtain this information. **Please submit only copies of original documentation; DSS cannot copy and return original documents.** Information submitted to DSS is confidential and will be maintained by DSS.

Send/bring to DSS the following, as appropriate.

- Current medical, psychiatric, psychological, and/or a psycho-educational evaluation containing a clear statement of the disability and recommended accommodations from a qualified professional (refer to Documentation Guidelines)
- IEP (11th and 12th grade)
- High school transcript (unofficial)

COMPLETE INTAKE FORM (enclosed in your Intake Packet)

If you have a diagnosed learning disability: COMPLETE A DIAGNOSTIC ESSAY

Bring the Diagnostic Essay Ticket to the Assessment Center (CC14). The ticket is enclosed in your Intake Packet and available on our website.

WHEN YOU HAVE COMPLETED THE ABOVE STEPS a DSS counselor will review the information, and contact you to schedule an appointment for an intake interview. If you do not hear from DSS within two weeks, call us to check on the status of your application.

* *If you have a disability that requires testing accommodations (other than additional time), call DSS prior to scheduling your testing so that we may authorize your accommodation(s). DSS must have documentation before authorizing accommodations.*

** *You may register for classes during the MAP/I-MAP. If you are registering at least three weeks before the start of classes, we recommend that you select courses with a DSS counselor. Bring your placement test results to this appointment.*