In order for a student to receive special accommodations for a disability(ies) at Hill College, the following must be followed:

1. The student must pick up an accommodations application packet from any Hill College campus. The student must complete the *Accommodation Request Form* found in the packet and turn it in to the Counseling Center by the second Friday after regular registration for long semesters and by the first Friday after registration for summer classes. Mini-mester accommodations are included in the long semester preceding the mini-mester. However, new letters for instructors must be picked up during the first week of classes for mini-mesters.

2. The student must also submit the proper documentation supporting the request for accommodations to the Counseling Center along with the *Accommodation Request Form* (see *General Guidelines for Students with Disabilities* for a list of acceptable documentation).

3. The Director of Counseling will review the student’s *Accommodation Request Form* and either approve or deny requests for accommodations. The Director of Counseling will give the student’s application folder to the staff member assigned to providing accommodations for that student on their particular campus (see below). The assigned staff member will contact the student to discuss the application.

   - Hillsboro students: Vanessa Lovell, TRIO Learning Specialist/Tutor Coordinator  
     (254) 659-7657, Josie Kallhoff: Perkins Career Service Academic Advisor (254)659-6758
   - Cleburne students- Judy Tompkins, Academic Advisor (817) 760-5652
   - Burleson students-Nancy Holland, Associate Dean (817) 295-7392
     Technical Students at Hillsboro: Josie Kallhoff: Perkins Career Service Academic Advisor (254)659-6758, at Cleburne: Judy Tompkins (817)760-5652

4. If the accommodations are approved, the student will be given a Hill College Counseling Center accommodation form listing the approved accommodations for each of his or her instructors. If the student is granted permission to take exams in the Testing Center, a form will be placed on file at the Testing Center that explains the accommodation.

5. The student **will be responsible** for giving the form to each of his or her instructors.

6. The student must fill out a new *Accommodation Request Form* each semester by the second Friday following regular registration in order to receive accommodations. Again, mini-mester accommodations are included in the long semester preceding the mini-mester. However, new letters for instructors must be picked up during the first week of classes for mini-mesters.