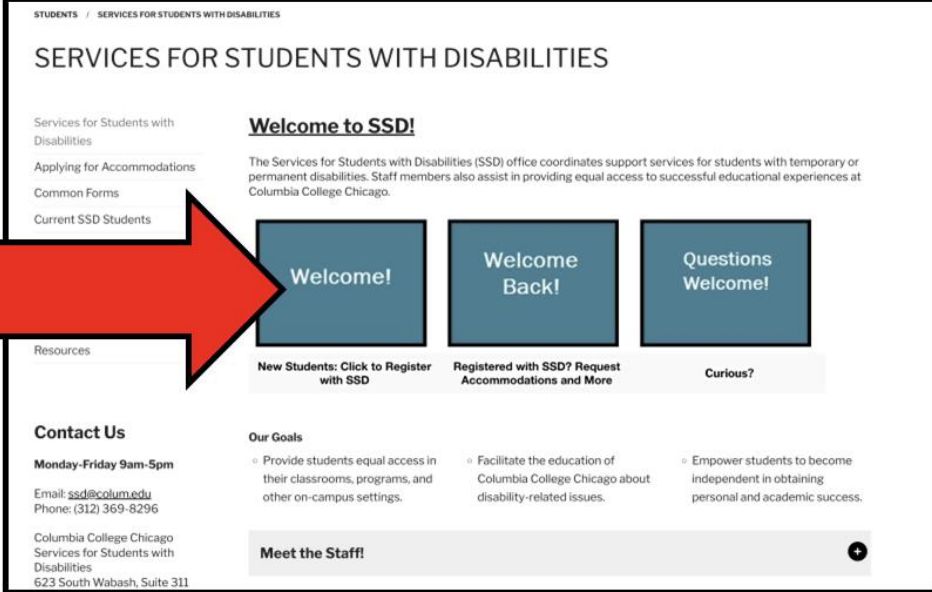


## Returners Guide to Requesting Accommodations

**\*If you are currently registered with the SSD office and have been approved for accommodations, please use the steps below to request your Accommodation Letters. Students are required to request their Accommodation Letters each semester.**

1. Visit: [www.colum.edu/ssd](http://www.colum.edu/ssd) and click the “Welcome Back!” box or “Registered with SSD? Request Accommodations and More”



STUDENTS / SERVICES FOR STUDENTS WITH DISABILITIES

### SERVICES FOR STUDENTS WITH DISABILITIES

Services for Students with Disabilities  
Applying for Accommodations  
Common Forms  
Current SSD Students

**Welcome to SSD!**  
The Services for Students with Disabilities (SSD) office coordinates support services for students with temporary or permanent disabilities. Staff members also assist in providing equal access to successful educational experiences at Columbia College Chicago.

**Welcome!**  
New Students: Click to Register with SSD

**Welcome Back!**  
Registered with SSD? Request Accommodations and More

**Questions Welcome!**  
Curious?

Resources

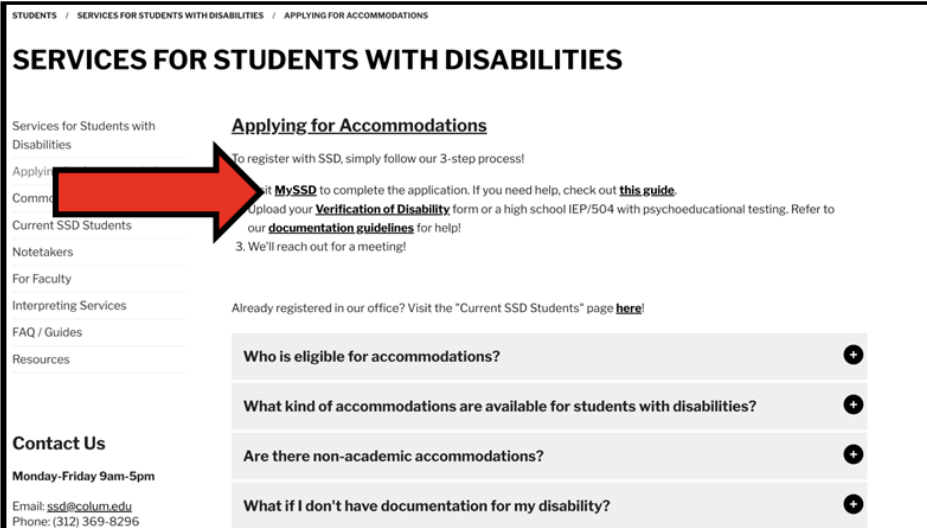
**Contact Us**  
Monday-Friday 9am-5pm  
Email: [ssd@colum.edu](mailto:ssd@colum.edu)  
Phone: (312) 369-8296  
Columbia College Chicago  
Services for Students with Disabilities  
623 South Wabash, Suite 311

**Our Goals**

- Provide students equal access in their classrooms, programs, and other on-campus settings.
- Facilitate the education of Columbia College Chicago about disability-related issues.
- Empower students to become independent in obtaining personal and academic success.

**Meet the Staff!**

2. Click “MySSD” in Step 1 in the picture below.



STUDENTS / SERVICES FOR STUDENTS WITH DISABILITIES / APPLYING FOR ACCOMMODATIONS

### SERVICES FOR STUDENTS WITH DISABILITIES

Services for Students with Disabilities  
Applying for Accommodations  
Common Forms  
Current SSD Students  
Notetakers  
For Faculty  
Interpreting Services  
FAQ / Guides  
Resources

**Applying for Accommodations**  
To register with SSD, simply follow our 3-step process!  
1. Visit **MySSD** to complete the application. If you need help, check out [this guide](#).  
2. Upload your **Verification of Disability** form or a high school IEP/504 with psychoeducational testing. Refer to our [documentation guidelines](#) for help!  
3. We'll reach out for a meeting!

Already registered in our office? Visit the "Current SSD Students" page [here!](#)

**Who is eligible for accommodations?**

**What kind of accommodations are available for students with disabilities?**

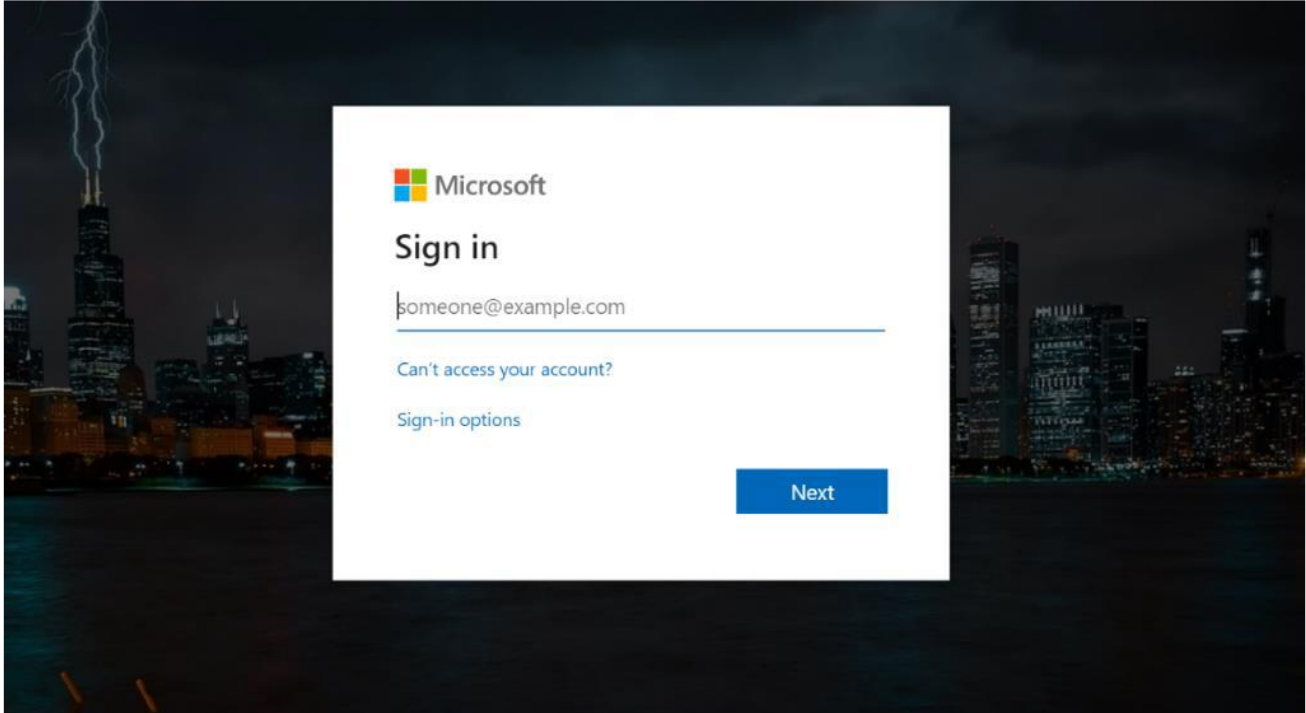
**Are there non-academic accommodations?**

**What if I don't have documentation for my disability?**

**Contact Us**  
Monday-Friday 9am-5pm  
Email: [ssd@colum.edu](mailto:ssd@colum.edu)  
Phone: (312) 369-8296

[continue to next page]

3. Sign into your “MyColumbia” account by entering your Columbia College Chicago email address (ID#@colum.edu, ex: 123456@colum.edu).



4. On the following screen (Pictured Below) enter your Columbia email (ID#@colum.edu, ex: 123456@colum.edu) and password, and click “Sign In”.



**Columbia**  
COLLEGE CHICAGO

Sign in with your organizational account

someone@example.com

Password

Sign in

Please sign-in with your Office 365 credentials.  
Faculty/Staff: username@colum.edu  
Students: MyColumbiaID@colum.edu

If you are having password problems, please visit [Self-Service Password Reset](#).



[continue on next page]

5. After logging in, you will see your homepage. Check the boxes for each class that you wish to request accommodations, then click "Step 2 - Continue to Customize Your Accommodations"

Welcome Joe Columbia My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

SMS (Text Messaging)  
Request to Modify Your Accommodations  
My Mailbox (Sent E-Mails)

**My Accommodations**  
My Eligibility  
List Accommodations  
Notetaking Services

**Logout**  
Once you finish with your session, please do not forget to Log Out and Close Your Browser.  
Log Out

**Select Accommodations for Your Class**

**Important Note**

1. Courses may take **up to 48 hours** to display in the system after you have registered for them. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Services for Students with Disabilities.
2. Your courses might not display below if you are part of the course waiting list.
3. To request accommodations, select the checkbox(es) for the courses where they are needed, then click the button below to go to the next page to select your accommodations.
4. If you are **unable to select a checkbox** from the list of courses below, that means you have already submitted your request for accommodations for that course.
5. If you wish to **modify your accommodation request** (change or cancel a request), scroll down until your course is displayed and select either **Modify Request** or **Cancel Request**.

**Step 1: Select Class(es)**

- Fall 2020 - CRWR 630A.01 - CRAFT SEMINAR HYBRIDITY (CRN: CRWR630A01)
- Fall 2020 - CRWR 655.01 - THESIS DEVELOPMENT: POETRY (CRN: CRWR65501)
- Fall 2020 - LITR 679A.01 - GRADUATE SEMINAR IN LITERATURE (CRN: LITR679A01)

**Step 2 - Continue to Customize Your Accommodations**

**LIST ACCOMMODATIONS FOR SUMMER 2020**

Refine Search Result: Search All

Refine Search

Previous Term Term: Summer 2020 Next Term

6. Check the boxes for each accommodation you wish to request. **You will need to do this for every class in your schedule.**

Welcome Sean Swigger! Active Sessions: 5 My Profile My Mailbox (Sent E-Mails) Sign Out

Manage Appointments Manage Accommodations Notetaking Services Manage Equipment

**HUMA 211.01 - Black Arts Movement (CRN: HUMA21101)** Class Details

Instructor(s): Robert Hanserd  
Time(s): M at 09:00 AM - 11:55 AM  
Date(s): 10/04/2021 - 10/04/2021, 10/11/2021 - 10/11/2021, 10/18/2021 - 10/18/2021, 10/25/2021 - 10/25/2021, 11/01/2021 - 11/01/2021, 11/08/2021 - 11/08/2021, 11/15/2021 - 11/15/2021, 11/22/2021 - 11/22/2021, 11/29/2021 - 11/29/2021, 12/06/2021 - 12/06/2021, 12/13/2021 - 12/13/2021, 12/20/2021 - 12/20/2021  
Section(s): 623 203, HYB (Campus)

Select the check box if you have entered a CRN. You will not be required to specify an accommodation for this class.

Select Accommodation(s) for HUMA 211.01

- Class Breaks
- Extra Time 1.50x
- Reduced Distraction Testing Location

Submit Your Accommodation Requests Back to List

**Logout**  
Once you finish with your session, please do not forget to Log Out and Close Your Browser.  
Log Out

**NEED HELP?** Access Tutorials  
**SERVICES FOR STUDENTS WITH DISABILITIES** Columbia College Chicago

**\*\*Once you submit your accommodation request, SSD will review the request and send your Accommodation Letters to your instructors via email.**