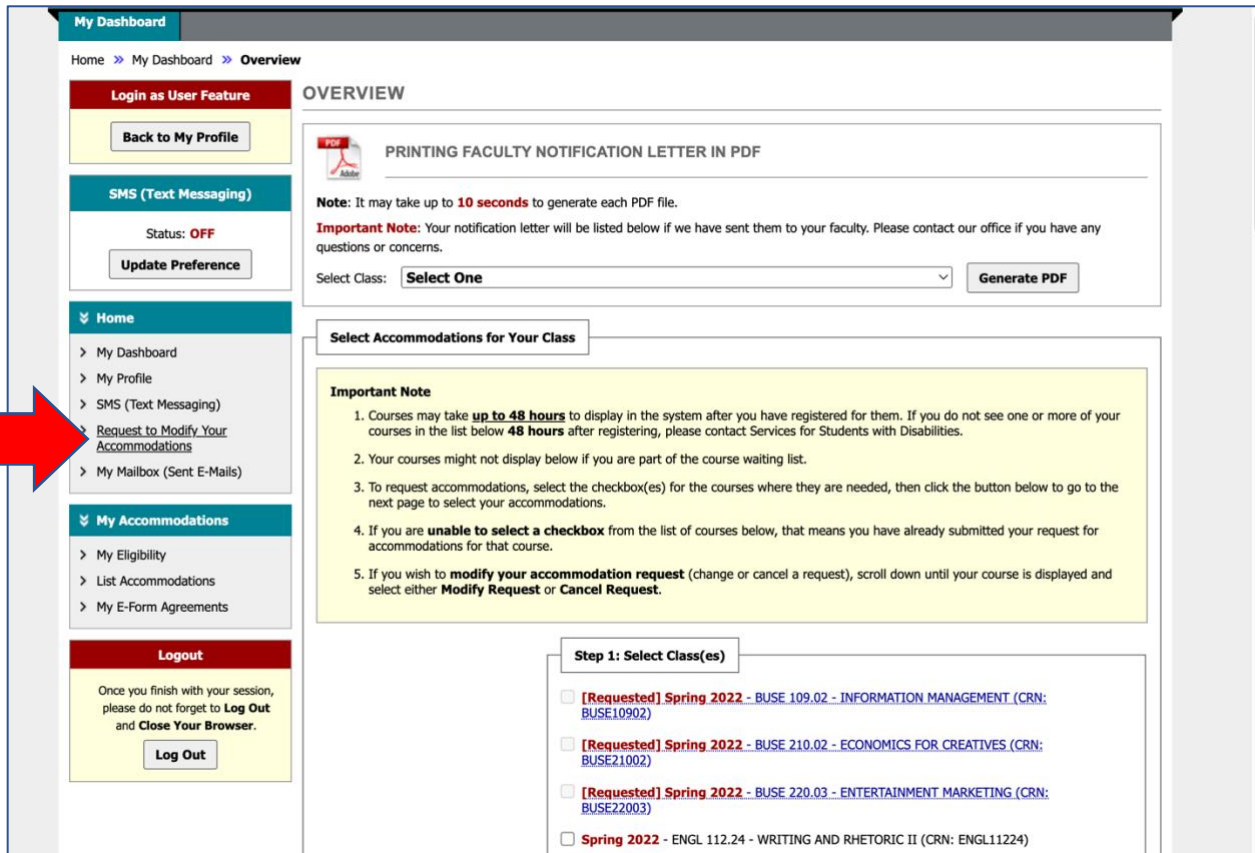


# Request to Modify Your Accommodations

You may receive a new diagnosis or decide to pursue other accommodations at some point in your time at Columbia. Please use the following guide to request modifications.

1. Click on “Request to Modify Your Accommodations” as shown in the box below.



The screenshot shows a web dashboard titled "My Dashboard" with a breadcrumb trail: Home >> My Dashboard >> Overview. The main content area is titled "OVERVIEW" and contains several sections:

- Login as User Feature:** A button labeled "Back to My Profile".
- SMS (Text Messaging):** Status: OFF, with an "Update Preference" button.
- PRINTING FACULTY NOTIFICATION LETTER IN PDF:** A section with a PDF icon, a note that it may take up to 10 seconds to generate, and an "Important Note" stating that notification letters will be listed below if sent to the faculty. It includes a "Select Class:" dropdown menu (currently set to "Select One") and a "Generate PDF" button.
- Select Accommodations for Your Class:** A section with an "Important Note" containing five instructions for selecting and modifying accommodations.
- Step 1: Select Class(es):** A list of courses with checkboxes for selection:
  - [Requested] Spring 2022 - BUSE 109.02 - INFORMATION MANAGEMENT (CRN: BUSE10902)
  - [Requested] Spring 2022 - BUSE 210.02 - ECONOMICS FOR CREATIVES (CRN: BUSE21002)
  - [Requested] Spring 2022 - BUSE 220.03 - ENTERTAINMENT MARKETING (CRN: BUSE22003)
  - Spring 2022 - ENGL 112.24 - WRITING AND RHETORIC II (CRN: ENGL11224)

A red arrow points to the "Request to Modify Your Accommodations" link in the left sidebar under the "Home" section.

(guide continues on next page)

2. Click "Submit Request to Modify Your Accommodations as shown below.

The screenshot displays the user interface for the 'Request to Modify Your Accommodations' page. At the top, the Columbia College Chicago logo and the title 'Services for Students with Disabilities' are visible. The page is titled 'REQUEST TO MODIFY YOUR ACCOMMODATIONS' and includes a 'List' link and a 'New Application' link. The main content area contains instructions: 'If you have already completed the initial application, and want additional accommodations to be added to your Accommodation Letter, please answer the questions below.' and 'Answering the questions below does NOT guarantee that you will be approved. An SSD Staff member will contact you if further information is needed. Once a decision is made, the SSD office will notify you.' Below this, it states 'It is strongly encouraged, that you submit additional documentation that supports your need for the additional accommodations.' A prominent button labeled 'Submit Request to Modify Your Accommodations' is centered on the page, with a large red arrow pointing upwards towards it. The left sidebar contains navigation links for 'Home', 'My Accommodations', and 'Logout'.

(guide continues on next page)

3. Fill out the form. You will also have to a chance to upload new documentation to support the addition of another accommodation.

The screenshot shows a web application interface for requesting accommodations. The page title is "REQUEST TO MODIFY YOUR ACCOMMODATIONS". The breadcrumb trail is "Home >> My Dashboard >> Request to Modify Your Accommodations".

**Left Sidebar:**

- My Dashboard**
  - Login as User Feature
    - Back to My Profile
  - SMS (Text Messaging)
    - Status: OFF
    - Update Preference
  - Home
    - My Dashboard
    - My Profile
    - SMS (Text Messaging)
    - Request to Modify Your Accommodations
    - My Mailbox (Sent E-Mails)
  - My Accommodations
    - My Eligibility
    - List Accommodations
    - My E-Form Agreements
  - Logout
    - Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.
    - Log Out

**Main Content Area:**

**Information**

Start Term \*: **Select One** (dropdown menu)  
Note: Select term where you would like your new accommodation to start.

**Questions**

1. **What new accommodation(s) are you requesting? \***  
[Text area]
2. **Do you have documentation that supports your request?**
  - Yes (please upload additional documentation)
  - No (please be aware that you may need to obtain additional documentation for us to approve the request)

**Additional Note or Comment**

[Text area]
3. **What is the reason for the new request? How will the requested Accommodation help you? \***  
[Text area]

**Submit Application** (button)

Guide complete!