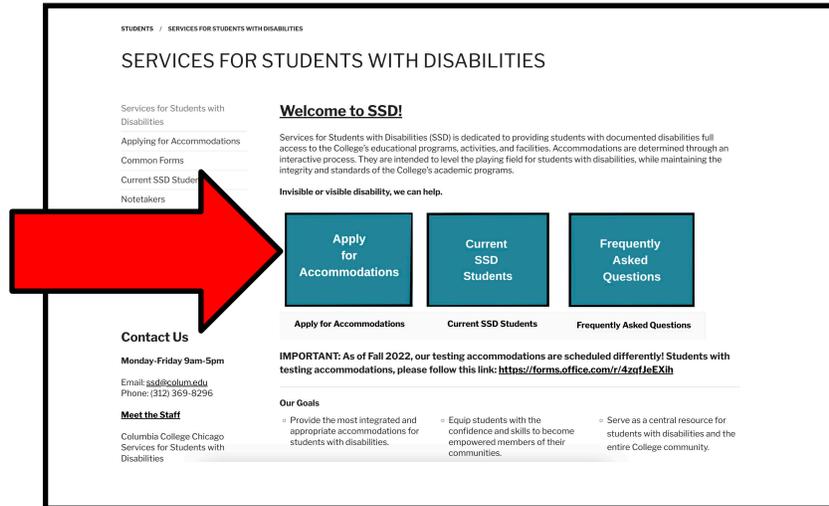


How to Apply to REQUEST and RECEIVE Accommodations

1. Visit www.colum.edu/ssd
2. Click the “Welcome!” box or “New Student: Click to Register with SSD” as shown on the picture below.



STUDENTS / SERVICES FOR STUDENTS WITH DISABILITIES

SERVICES FOR STUDENTS WITH DISABILITIES

Services for Students with Disabilities

- Applying for Accommodations
- Common Forms
- Current SSD Students
- Notetakers

Welcome to SSD!

Services for Students with Disabilities (SSD) is dedicated to providing students with documented disabilities full access to the College's educational programs, activities, and facilities. Accommodations are determined through an interactive process. They are intended to level the playing field for students with disabilities, while maintaining the integrity and standards of the College's academic programs.

Invisible or visible disability, we can help.

[Apply for Accommodations](#) [Current SSD Students](#) [Frequently Asked Questions](#)

Apply for Accommodations Current SSD Students Frequently Asked Questions

Contact Us

Monday-Friday 9am-5pm
Email: ssd@colum.edu
Phone: (312) 369-8296

Meet the Staff

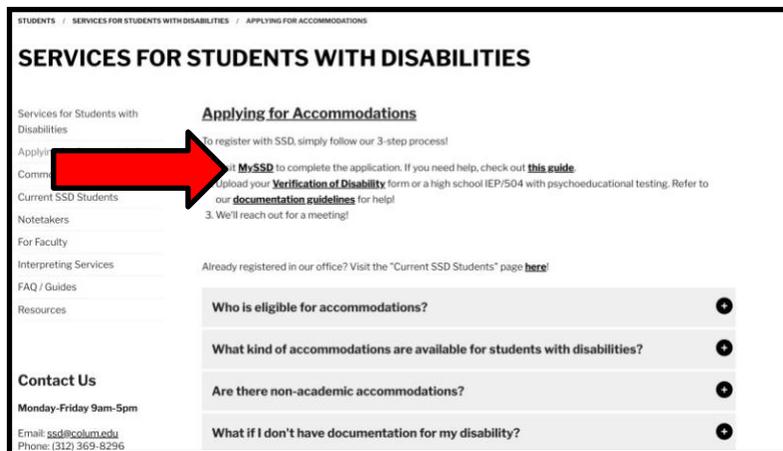
Columbia College Chicago
Services for Students with Disabilities

IMPORTANT: As of Fall 2022, our testing accommodations are scheduled differently! Students with testing accommodations, please follow this link: <https://forms.office.com/r/4zr1JeXlh>

Our Goals

- Provide the most integrated and appropriate accommodations for students with disabilities.
- Equip students with the confidence and skills to become empowered members of their communities.
- Serve as a central resource for students with disabilities and the entire College community.

3. Click “MySSD” in Step 1 of “Applying for Accommodations” shown 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. Log in to **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?

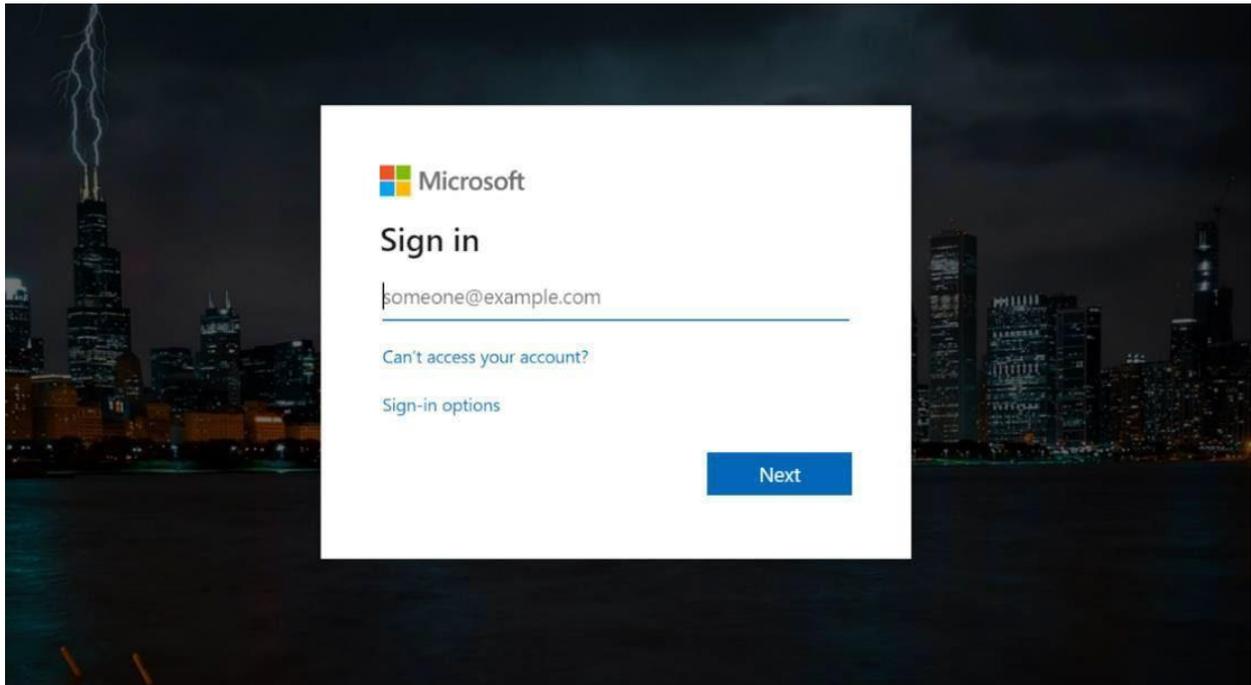
What if I don't have documentation for my disability?

Contact Us

Monday-Friday 9am-5pm
Email: ssd@colum.edu
Phone: (312) 369-8296

[Continue to next page]

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



5. You will be taken to the following page--complete the Application:

Home » Online Student Application

ONLINE STUDENT APPLICATION

2 Easy Steps to Register  Step 1: Fill in Application  Step 2: Submit Documentation

Logout

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

Log Out

Welcome to MySDD, the student portal for all services in the Services for Students with Disabilities (SSD) office. Please complete the form below in its entirety. This will help us serve you better!

Please read before completing the application: You will be asked to upload documentation to support your request. Click here for help to determine what is appropriate to submit: <https://students.colum.edu/ssd/documentation-guidelines-20200512.pdf>.

Documentation for the Fall semester will be reviewed beginning in June, in the order in which it was received.

Documentation submitted within 30 days of the start of any semester may take approximately 3 weeks to review due to the volume of applications received.

Please know that the information you provide will be kept private in accordance with the Family Education Rights & Privacy Act (FERPA). For more information on FERPA, please visit: <http://catalog.colum.edu/content.php?catoid=17&navoid=6039&hl=FERPA&returnto=search>

By submitting this application, the applicant gives permission for the Services for Students with Disabilities (SSD) staff to disclose and receive information concerning the nature of the applicant's SSD eligibility and academic progress. This privilege will be exercised on an as-needed basis with Columbia College Chicago faculty and staff that are deemed appropriate by SSD staff.

If you have any questions or concerns regarding the application process or our services in general, please contact us: ssd@colum.edu | (312)-369-8296.

Personal Information

Start Term *:
Note: Select when you would like to start your services.

Expected Graduation Term:
Note: Select when you plan to graduate.

First Name *:

Last Name *:

Middle Name:

Optional: Preferred Name:

Student ID:
Hint: Enter 6 alpha numeric characters.

Birth Date:
Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

[Continue to next page]

- a. **Primary Disability:** Click the arrow next to “Select One” and a dropdown list will appear. Select the “Primary Disability” from that list.
- b. **Secondary Disability:** If applicable. You can enter more than one!

The screenshot shows a web form titled "Additional Information". At the top, there is a dropdown menu labeled "Primary Disability" with the text "Select One" and a downward arrow. Below this is a section titled "Secondary Disability(es)" which contains a list of various conditions, each with an unchecked checkbox. The conditions are organized into several categories:

- Acquired Brain Injury:**
 - Acquired Brain Injury
 - Concussion/Post Concussion Syndrome
- ADD/ADHD:**
 - ADD
 - ADD/ADHD
 - ADHD
- Autism Spectrum Disorder:**
 - Aspergers
 - Autism Spectrum Disorder
- Blind/Vision Impaired:**
 - Blind
 - Vision Impairment
- Chronic / Systemic Health:**
 - Allergies (Specify)
 - Asthma
 - Chronic Migraine Headaches
 - Chronic/Systemic Health Other (specify)
 - Crohn's Disease
 - Cystic Fibrosis
 - Diabetes
 - Epilepsy
 - Seizure Disorder
- Deaf/Hard of Hearing:**
 - Deaf
 - Hard of Hearing
 - Hearing - Other (specify)
- Learning Disability:**
 - Auditory Processing Disorder
 - LD - Executive Functioning
 - LD - Language
 - LD - Math
 - LD - Motor
 - LD - Not Otherwise Specified (NOS)
 - LD - Processing Speed
 - LD - Reading

6. Once you complete the application, click “Submit Application”
 - a. **ALMOST THERE! This does NOT mean you have completed the registration process.**
 - b. Documentation for the Fall semester will be reviewed beginning in June, in the order in which it was received.
 - c. Documentation submitted within 30 days of the start of any semester may take approximately 3 weeks to review due to the volume of applications received.

[END OF GUIDE]