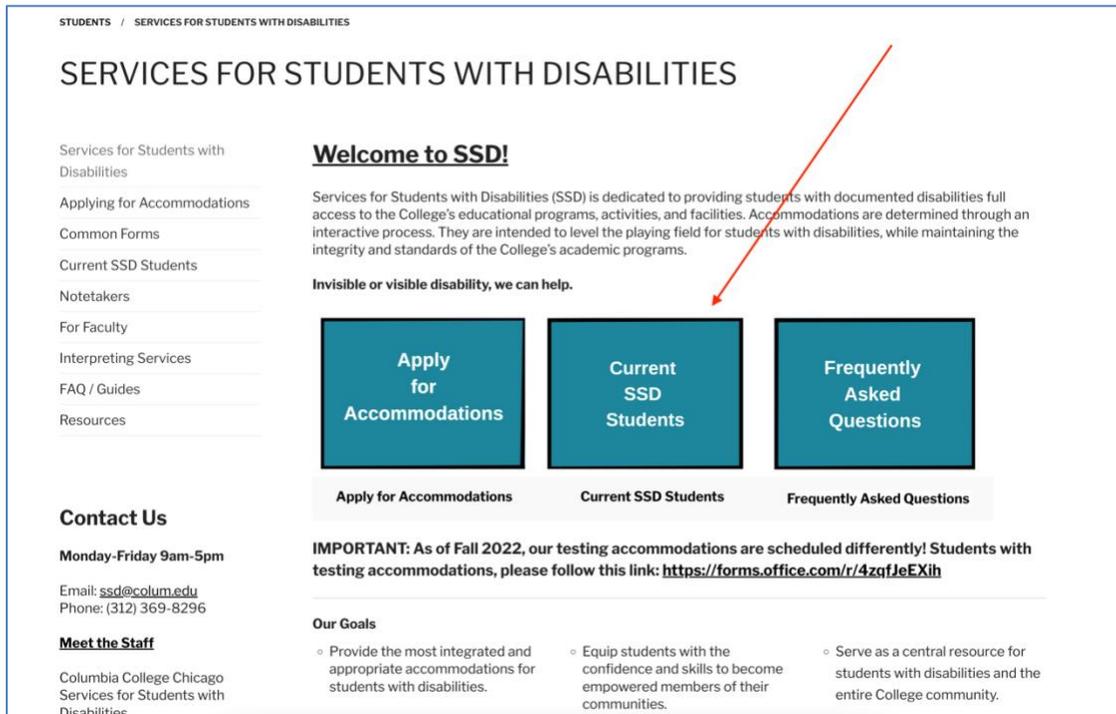


Returners Guide to Requesting Accommodations

*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 and click the “Current SSD Students” box as shown 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
- For Faculty
- Interpreting Services
- FAQ / Guides
- Resources

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

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

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.

Contact Us

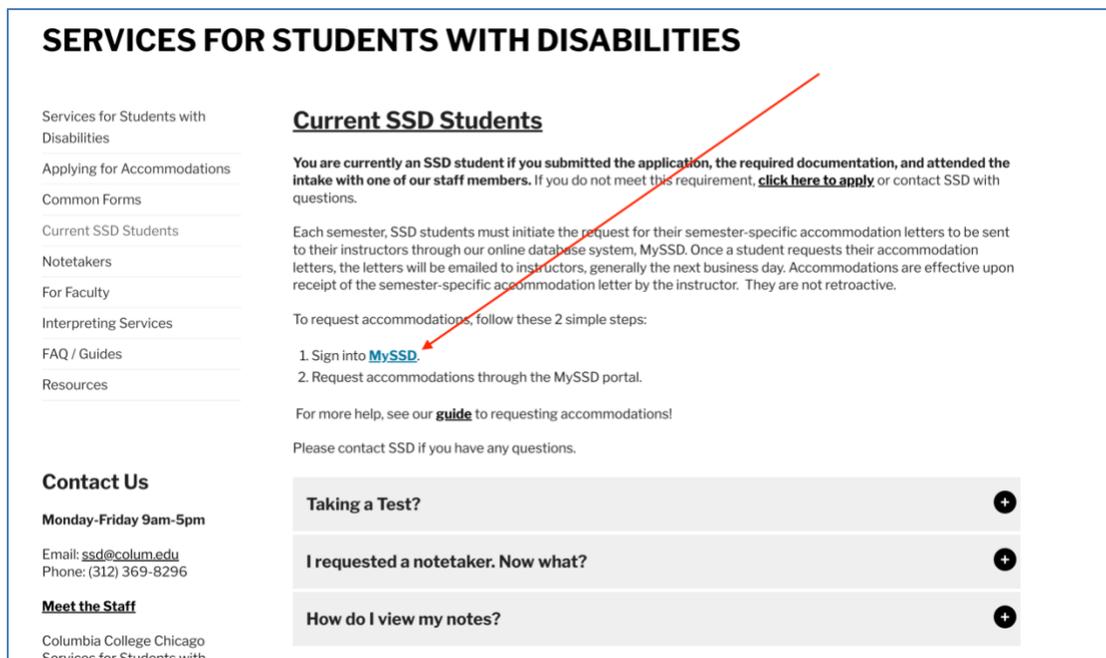
Monday-Friday 9am-5pm

Email: ssd@colum.edu
Phone: (312) 369-8296

Meet the Staff

Columbia College Chicago
Services for Students with Disabilities

2. Click “MySSD” as shown in the picture below.



SERVICES FOR STUDENTS WITH DISABILITIES

Services for Students with Disabilities

- Applying for Accommodations
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Current SSD Students

You are currently an SSD student if you submitted the application, the required documentation, and attended the intake with one of our staff members. If you do not meet this requirement, [click here to apply](#) or contact SSD with questions.

Each semester, SSD students must initiate the request for their semester-specific accommodation letters to be sent to their instructors through our online database system, MySSD. Once a student requests their accommodation letters, the letters will be emailed to instructors, generally the next business day. Accommodations are effective upon receipt of the semester-specific accommodation letter by the instructor. They are not retroactive.

To request accommodations, follow these 2 simple steps:

1. Sign into [MySSD](#).
2. Request accommodations through the MySSD portal.

For more help, see our [guide](#) to requesting accommodations!

Please contact SSD if you have any questions.

Taking a Test? +

I requested a notetaker. Now what? +

How do I view my notes? +

Contact Us

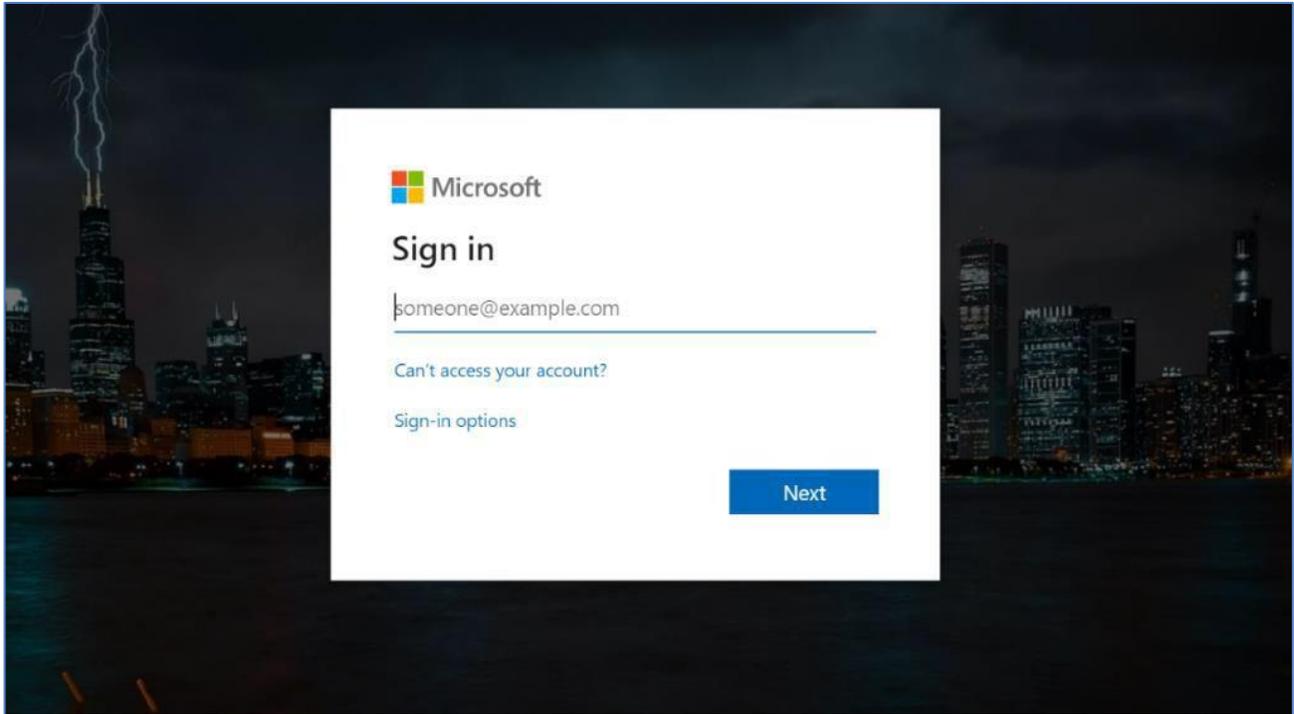
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Phone: (312) 369-8296

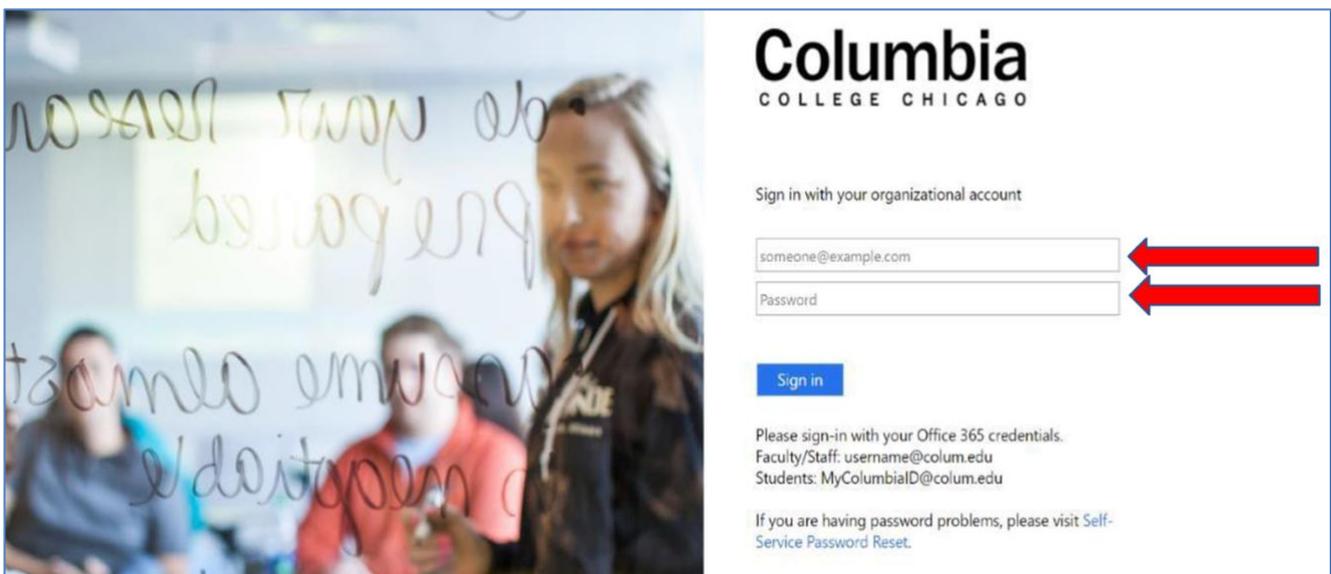
Meet the Staff

Columbia College Chicago
Services for Students with Disabilities

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



4. On the screen pictured below, enter your Columbia email as a number (For example, 123456@colum.edu) followed by your email password, and click “Sign In”.



[guide continues on next page]

- 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

- 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.
- Your courses might not display below if you are part of the course waiting list.
- 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.
- 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.
- 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

- Check the boxes for each accommodation you wish to request. **You will need to do this for every class in your schedule.** Once you submit your accommodation request, SSD will review the request and send your Accommodation Letters to your instructors via email.

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

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

Manage Accommodations Instructor(s): Robert Hanserd

Notetaking Services Time(s): M at 09:00 AM - 11:55 AM

Manage Equipment Date(s): 10/04/2021 - 10/04/2021, 10/07/2021 - 10/07/2021, 10/10/2021 - 10/10/2021, 10/13/2021 - 10/13/2021, 10/16/2021 - 10/16/2021, 10/19/2021 - 10/19/2021, 10/22/2021 - 10/22/2021, 10/25/2021 - 10/25/2021, 10/28/2021 - 10/28/2021, 11/01/2021 - 11/01/2021, 11/04/2021 - 11/04/2021, 11/07/2021 - 11/07/2021, 11/10/2021 - 11/10/2021, 11/13/2021 - 11/13/2021, 11/16/2021 - 11/16/2021, 11/19/2021 - 11/19/2021, 11/22/2021 - 11/22/2021, 11/25/2021 - 11/25/2021, 11/28/2021 - 11/28/2021, 12/01/2021 - 12/01/2021, 12/04/2021 - 12/04/2021, 12/07/2021 - 12/07/2021, 12/10/2021 - 12/10/2021, 12/13/2021 - 12/13/2021, 12/16/2021 - 12/16/2021, 12/19/2021 - 12/19/2021, 12/22/2021 - 12/22/2021, 12/25/2021 - 12/25/2021, 12/28/2021 - 12/28/2021, 12/31/2021 - 12/31/2021

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

[end of guide]