

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”

SERVICES FOR STUDENTS WITH DISABILITIES

Services for Students with Disabilities

Academic Accommodations

Registered Students

FAQ

Resources

Faculty Info

Interpreting Services

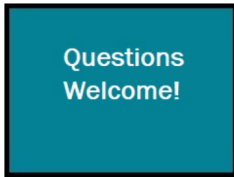
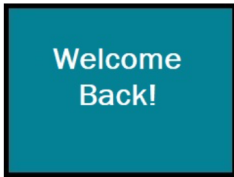
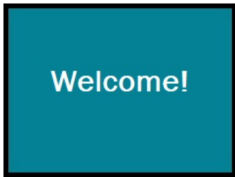
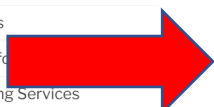
Contact Us

Monday-Friday 9am-5pm

Email: ssd@colum.edu

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.



New Student: Click to Register with SSD **Registered Students: Request Accommodations and More** **Curious? (FAQ)**

3. Click “MySSD” in Step 1 of Academic Accommodations

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Academic 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 documents according to our [documentation guidelines](#).
3. We'll reach out for a meeting!

Check out this video for help: [Application Tutorial Video](#).

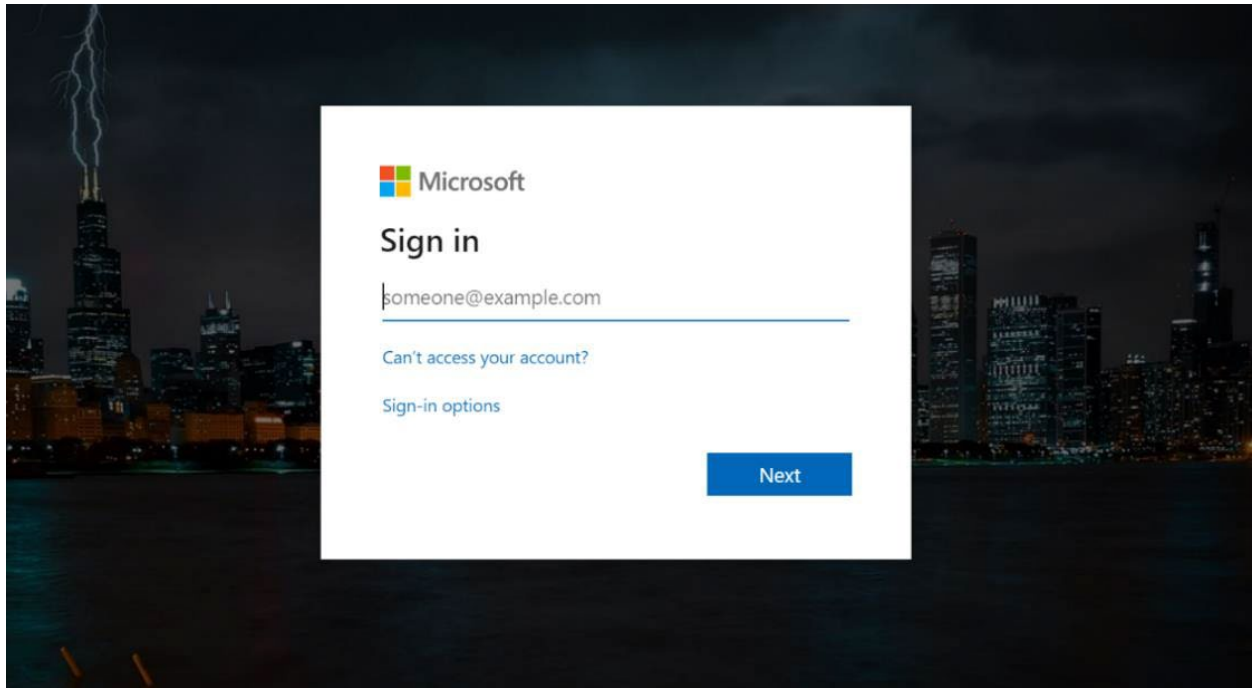
Who is eligible for accommodations? 

What kind of accommodations are available for students with disabilities? 

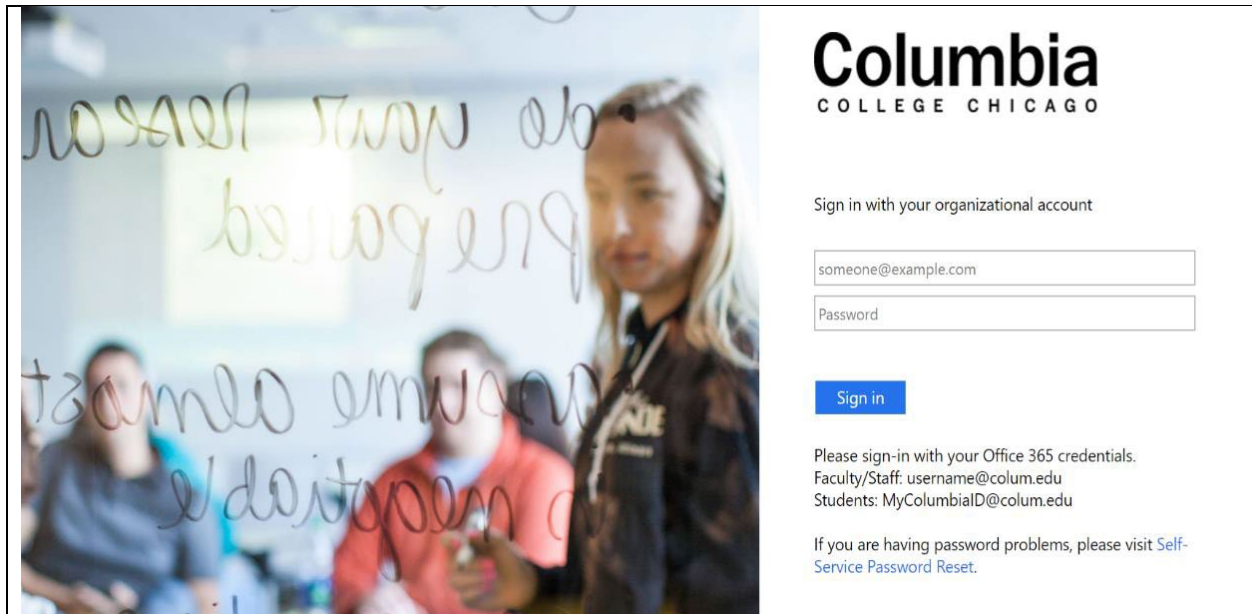
What if I don't have documentation for my disability? 

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



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



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

The screenshot shows the 'Online Student Application' page. At the top, there is a teal header with 'Problem with Login' and 'Sign In' links. Below this is a black banner with the Columbia College Chicago logo and the title 'Services for Students with Disabilities'. A navigation bar includes 'Home' and 'Online Student Application'. The main content area is titled 'ONLINE STUDENT APPLICATION' and features a '2 Easy Steps to Register' section with two green arrows pointing to 'Step 1: Fill in Application' and 'Step 2: Submit Documentation'. A 'Logout' button is visible on the left. The main text area contains a welcome message, instructions to read before completing the application, and links to a 'Verification of Disability' form and FERPA information.

- a. Primary Disability: Click the arrow next to “Select One” and a dropdown list will appear. Select the “Primary Disability” from that list

The screenshot shows the 'Additional Information' section of the application form. The 'Primary Disability' field is highlighted with a red asterisk. A dropdown menu is open, displaying a list of disability categories. The categories are grouped with '====' symbols: 'Acquired Brain Injury', 'ADD/ADHD', 'Autism Spectrum Disorder', 'Blind/Vision Impaired', and 'Chronic / Systemic Health'. Below the dropdown, there are checkboxes for 'Allergies (Specify)', 'Asthma', 'Chronic Migraine Headaches', 'Chronic/Systemic Health Other (specify)', and 'Crohn's Disease'. The 'vision impairment' checkbox is currently unchecked.

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Problem with Login Sign In

Syndrome)

Spina Bifida

Temporary Disability

Temporary Disability (specify)

Unspecified Disability

Other (Specify)

Other Disability or Note:

Seeking Degree: **Select One** ▼

Affiliation(s)

TRIO Conway Achievement Project

Ethnicity(ies)

American Indian or Alaska Native Asian

Black or African American Hispanic or Latino

Native Hawaiian or Other Pacific Islander Other/Not Reported

White

- b. Secondary Disability: If applicable. The student CAN select more than one. ***If you cannot find your specific disability above, please enter it under: "Other Disability or Note"

7. Once you complete the application, click "Submit Application".
 - a. **ALMOST THERE! This does NOT mean you have completed the registration process.**

8. **After completing the application, you need to submit a Verification of Disability Form.** This form is to be completed by your doctor, therapist, or another reliable third party who can verify that you have a disability and are in need for disability-related accommodations. The form can be found on the SSD website or <https://students.colum.edu/ssd/pdf/verification-of-disability20200403.pdf>
 - a. **If you had an IEP in high school, you may submit a copy of the IEP-reevaluation, which should include the psychoeducational testing and summaries we need to support your accommodation requests.** If you had a 504 plan in high school, you may submit a copy of the psychoeducational testing or psychological evaluation that established your eligibility for accommodations under the plan. In some cases, you may not need to submit the completed Verification of Disability form if the IEP or 504 plan documentation contains the appropriate testing that supports your eligibility for accommodations.
 - b. If you have any questions or concerns regarding the application process or our services in general, please contact us: ssd@colum.edu or (312)-369-8296.