

## 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) .

The screenshot shows the Columbia College Chicago website. The header includes the college logo and navigation links: Academics, Admissions & Financial Aid, Campus Life, News, Give, Apply, Visit, and More. The main heading is 'SERVICES FOR STUDENTS WITH DISABILITIES'. On the left is a sidebar with links: Services for Students with Disabilities, Documentation Guidelines, Rights and Responsibilities, Interpreting Services, Accessible Lab, Assistance Animal Policy, Statement of Nondiscrimination, 504 Coordinator and Grievance Procedure, Test Scheduling Request for Online Classes, and Documentation Guidelines. The main content area has a paragraph about the SSD office, three teal buttons labeled 'Welcome!', 'Welcome Back!', and 'Questions Welcome!', and three corresponding links below them: 'New Student?', 'Returning Student?', and 'Curious? (FAQ)'. Below this is a section titled 'Our Goals' with two bullet points.

2. Click “Returning Student” on the home page.

This screenshot is identical to the one above, but with a red arrow pointing to the 'Returning Student?' button. The arrow originates from the right side of the page and points directly to the 'Returning Student?' button.

3. Click “MySDD” to sign into your MySDD student portal OR visit:  
<http://elbert.accessiblelearning.com/Colum>

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STUDENTS / SERVICES FOR STUDENTS WITH DISABILITIES / RETURNING SSD STUDENTS

## SERVICES FOR STUDENTS WITH DISABILITIES

Services for Students with Disabilities

New Students

Returning SSD Students

FAQ

Meet the Staff

Forms

Resources

Contact Us

Notetakers Wanted!

### Returning SSD Students

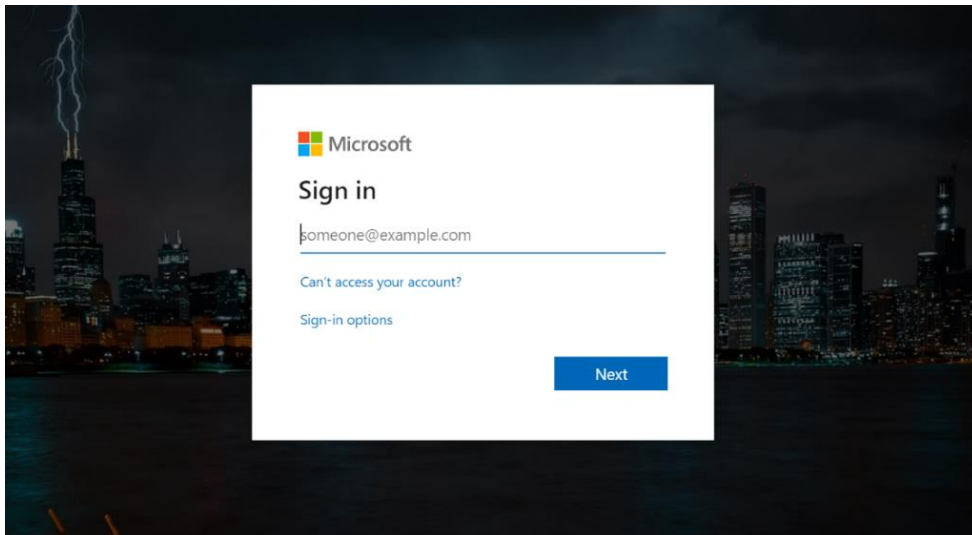
**Under Construction - Please stay tuned for more details!**

Our process is brand new this semester. Please contact SSD if you have any questions.

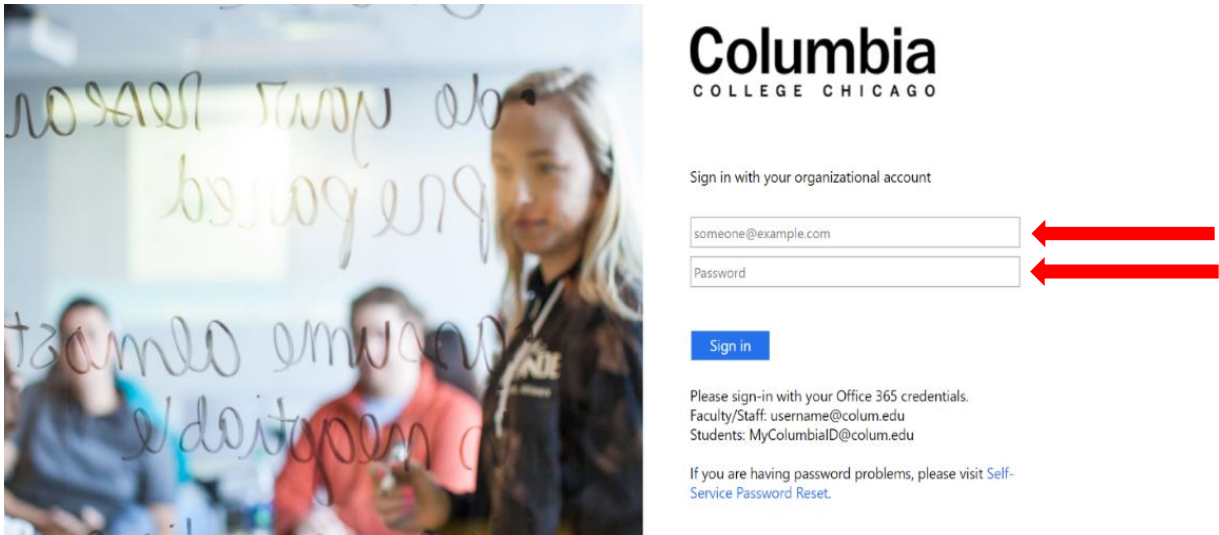
Follow these 2 simple steps:

1. Sign into **MySDD**
2. Request accommodation through the MySDD portal.

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



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



Columbia  
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Sign in with your organizational account

someone@example.com

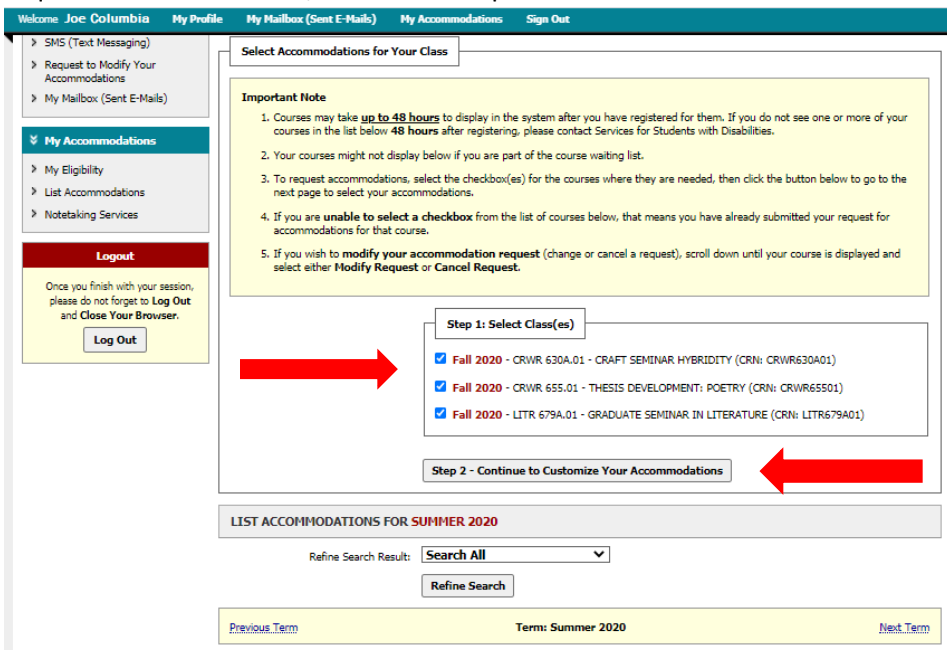
Password

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](#).

6. 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 - LTR 679A.01 - GRADUATE SEMINAR IN LITERATURE (CRN: LTR679A01)

Step 2 - Continue to Customize Your Accommodations

LIST ACCOMMODATIONS FOR SUMMER 2020

Refine Search Result: Search All

Refine Search

Previous Term Terms: Summer 2020 Next Term

7. You will see the accommodations for which you have been approved. For each class, you should check the box next to each accommodation you want to receive in that class. Make sure you do this for each class listed on the screen.

Welcome Sean Swigger! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

Home > My Dashboard > Overview

**OVERVIEW**

Final Step: Select Accommodation(s) for Each Class

**CRWR 630A.01 - Craft Seminar Hybridity (CRN: CRWR630A01)**

Instructor(s): Lisa Fishman  
 Days and Time(s): R at 03:30 PM - 06:20 PM  
 Date Range(s): 09/08/2020 - 12/19/2020  
 Location(s): WEB (Campus: CCC)

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

Select Accommodation(s) for CRWR 630A.01

Class Breaks  Consideration for In-Class spelling Errors

**CRWR 655.01 - Thesis Development: Poetry (CRN: CRWR65501)**

Instructor(s): Tony Trigilio  
 Days and Time(s): W at 06:30 PM - 09:20 PM  
 Date Range(s): 09/08/2020 - 12/19/2020  
 Location(s): WEB (Campus: CCC)

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

Select Accommodation(s) for CRWR 655.01

Class Breaks  Consideration for In-Class spelling Errors

8. Lastly, click “Submit Your Accommodation Requests”

Welcome Sean Swigger! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

Select Accommodation(s) for CRWR 655.01

Class Breaks  Consideration for In-Class spelling Errors  Notetaking Services

**LITR 679A.01 - Graduate Seminar In Literature (CRN: LITR679A01)**

Instructor(s): Douglas Reichert Powell  
 Days and Time(s): T at 12:30 PM - 03:20 PM  
 Date Range(s): 09/08/2020 - 12/19/2020  
 Location(s): 33 305, HYB (Campus: CCC)

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

Select Accommodation(s) for LITR 679A.01

Class Breaks  Consideration for In-Class spelling Errors  Notetaking Services

**Questions? Contact Us**

Please contact our office if you have any questions or concerns.

Columbia College Chicago  
 Services for Students with Disabilities  
 623 S. Wabash, Suite 311  
 Chicago, IL 60605  
 P: (312) 369-8296  
 F: (312) 369-8465  
 Hours: Monday - Friday 9am-5pm

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