ACCESS CENTER CHECKLIST

Use this checklist to help you prepare for your semester!

PRE-SUBMITTING DOCUMENTATION AND INTAKE INTERVIEW
☐ Admitted to the City Colleges of Chicago
☐ Access your City Colleges of Chicago email account
☐ Access your my.ccc.edu dashboard
☐ Check your my.ccc.edu profile and located the ACCESS Center portal

SUBMITTING DOCUMENTATION AND INTAKE INTERVIEW
☐ Submit all supporting documentation in the student portal
☐ Complete Intake Form in the student portal
☐ Schedule Intake Interview (Director will reach out to schedule)
☐ Participate in Intake Interview

PLACEMENT TEST
☐ Schedule Placement Test
☐ Provide the ACCESS Center Director of the details of your Placement Test to arrange accommodations if needed
  • This applies to testing accommodations only
  • If you are unsure, ask your ACCESS Center Director
  • If you have not yet done an intake with the ACCESS Center, return to the previous step to have accommodations in place before scheduling your Placement Test.

REQUESTING SEMESTER ACCOMMODATIONS
☐ Meet with your Advisor and register for classes
☐ Review approved accommodations in the ACCESS Center Dashboard
  • Your approved accommodations can be found under Request Accommodations. Click on “View Approved Accommodations.” If you need to revise accommodations, reach out to your ACCESS Center Director for next steps.
☐ Review your course list in the ACCESS Center Dashboard
☐ Request accommodations for whichever classes you will need accommodations
☐ Receive your Letter of Accommodation
  • Your letters are automatically generated daily.
  • If you do not receive your letters 3 business days after requesting, contact the ACCESS Center Director from the campus where you class is offered.
  • You should have one letter for each class
☐ Review your Letter of Accommodation for accuracy
☐ Forward your letter(s) to your instructor(s)