

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)