**Use this checklist to help you prepare for your semester!**

Homework Tips Checklist for Parents

# 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

* 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)