**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)