



Registering with The AccessAbility Center Student Disability Services (AAC/SDS)

Students with disabilities seeking accommodations and/or support services at City College are required to register with the AAC/SDS. The general registration process is as follows:

1. Identify your eligibility:

There are two standards by which students can qualify for disability services under the disability laws. ONE of these standards must be met:

- You can show you have a physical or mental impairment that substantially limits you in at least one major life activity (examples include walking, seeing, hearing, speaking, breathing, learning, and working).
- You can provide a record of a physical or mental impairment that substantially limits you in at least one major life activity.

Disabilities include but may not be limited to:

- Learning
- Psychological
- Neurological
- Medical
- Physical
- Deaf/HoH
- Blind/Visually impaired
- Temporary conditions (examples may include, but are not limited to: broken limbs, hand injuries, pregnancy with induced medical symptoms, or short term impairments following surgery or medical treatments)

Temporary accommodations may be granted for a semester if students are seeking assessments, have documentation that is dated/incomplete, need assistance in ascertaining if there is the presence of a disability, and/or if the disability is temporary.

2. Make a formal request for accommodations:

Complete the *Application for Accommodations and Services* (available in the office or online at <https://www.cuny.edu/accessability/register>).

3. Provide documentation of your disability:

If students do not possess documentation, they may obtain it in two ways:

- Supply your provider with the *Request for Disability Documentation Provider Request* form to complete (available in the AAC/SDS office, or online at <https://www.ccny.cuny.edu/accessability/register>).
- If the provider conducts their own internal assessment, the provider can supply you with relevant documentation generated from their office. Please see http://www.ccny.cuny.edu/sites/default/files/CUNY_Documentation_Guidelines.pdf for documentation guidelines. If you would like a staff member to contact your provider, complete an *Authorization for Release of Information* form (available in the AAC/SDS office, or online at <https://www.ccny.cuny.edu/accessability/register>).

4. Informational session:

Students who **do not** have documentation of their disability/impairment, and/or who believe they have an undiagnosed disability/impairment, should schedule an **informational session** with an AAC/SDS staff member. Guidance will be provided regarding the extent and type of documentation needed, including potential referrals.

5. Intake appointment:

The AAC/SDS office will then contact you to schedule an intake appointment with a counselor. Please give the office at least two weeks to schedule your appointment, especially during peak exam times.

Your assigned AAC/SDS counselor will review your request for accommodations, taking into consideration your self-report, disability documentation, educational records, corroborating evidence, and the requirements of your academic program in order to determine your eligibility for services and recommend needed accommodations.

The process of determining accommodations and services is holistic, collaborative, and interactive with the student, faculty, staff, and providers, given that informed consent has been granted by the student.

6. If you have inquiries about your intake appointment or registration, contact AAC/SDS:

- Call 212-650-5913 *or*
- Email disabilityservices@ccny.cuny.edu *or*
- Visit the office in the North Academic Center, Room 1/218. The AAC/SDS is open Monday through Friday, 9:00 am-5:00 pm during the academic year.