

REGISTERING WITH SDS

Intake Interview

In order to access the services of SDS, students must schedule an Intake Appointment. Students are asked to first fill out an SDS [Intake Form](#) and submit it prior to, or during the Intake Appointment. During the Intake Appointment, students need to provide documentation that supports the request for services and be prepared to discuss the request, the nature of their disability(ies), and past experiences. Students are strongly encouraged to begin this procedure as soon as they are admitted to City College. Students with disabilities who are considering attending City College are also encouraged to meet with us and discuss disability documentation, support services, and their particular needs.

Documentation

In order to register with SDS and be eligible for services, students are responsible for providing appropriate documentation that establishes the existence of a disability and supports the need for any requested accommodations. Documentation serves as a foundation that legitimizes a student's request for appropriate accommodations. Please consult the Student Disability Services' [Disability Documentation Guide](#) for more information regarding documentation guidelines.

Responsibility of Students

It is the responsibility of the student to identify himself/herself to SDS and provide appropriate documentation of his or her disability. If the condition changes while enrolled at The City College of New York, the student is responsible for providing updated disability documentation. The student must consult with SDS to determine what specific accommodations, academic adjustments and/or auxiliary aids will be appropriate while they are a student at The City College of New York. For each course where accommodations, academic adjustments and/or auxiliary aids will be needed, SDS will issue an Academic Adjustment Memo at the student's request; the student is expected to meet with the instructor at the beginning of each semester to present the Academic Adjustment Memo and discuss arrangements for the accommodations. Students with disabilities have the same responsibilities for their education as all other students. These responsibilities include complying with the same academic standards, behavioral standards, and giving timely advanced notification of any special needs.