

How to Register for Academic and Campus Accommodations

1. Preparation

(Varies)

- **Begin completing the [disability registration form](#).**
 - [Download the form](#) so you can save your progress as you go.
 - Remember: there are no “right” answers to this form. Please focus on detailing your lived experience as a student with a disability as accurately as possible.
- **Review the [disability documentation guidelines](#) based on disability type.**
 - Gather your disability documentation following the [specific guidelines for each disability type](#).
 - Documentation is required for all disabilities for which you’re seeking accommodations.
 - Not sure if your documentation meets these [guidelines](#) or are concerned about securing the required disability documentation? [Email DS](#) for guidance.
 - If the nature of your disability requires a form or letter from your healthcare provider, contact your provider ASAP.
 - Your provider may require an appointment to complete the form/letter.
- **Collect other supporting information.**
 - Gather or request historical documentation pertinent to your disability (e.g. 504 Plan), prior evaluation(s), letters confirming registration and approved accommodations at a previous institution or any entrance exams (e.g. SAT, GRE, GMAT, MCAT, etc).
 - Historical documentation and/or supporting information does not guarantee the same eligibility for accommodations at Columbia but is helpful nonetheless.
- **Contact Disability Services!**
 - Please reach out to DS at any time with any questions or concerns regarding any aspect of the registration process!

2. Submission

(10 minutes)

- **Submit (a) completed registration form and (b) required disability documentation to DS via email, fax, or in-person.**
 - Submit paperwork as you have it rather than waiting until you have everything!
 - The review process starts ONLY after we receive your registration form AND disability documentation.

3. Review by Disability Services

(approximately 3 weeks from time of submission of all paperwork)

DS reviews each request and determines eligibility for accommodations and services.

4. Coordination of Accommodations

(approximately 1-2 weeks)

- **Meet with a DS Case Manager for a mandatory orientation meeting to review your eligibility for accommodations and the policies and procedures for accessing any such accommodations.**

✓ Complete!

What Happens During the Review Process?

- This review process is integral for determining appropriate and reasonable accommodations based on (a) your disability documentation, and (b) an understanding of the academic and curricular requirements of your program.
- All accommodations are determined on a case-by-case basis.
- Submission of disability documentation does not guarantee eligibility for accommodations.
- Accommodations are not retroactive.

Questions?

Need help with the [registration form](#), [disability documentation](#), or to learn more about the registration process, please email disability@columbia.edu or meet with us during [virtual drop-in hours](#).