

## OFFICE FOR STUDENTS WITH DISABILITIES



# Requesting Accommodations

## STEP 1: Schedule an Intake Appointment

The Office for Students with Disabilities is operating remotely during regularly scheduled university business hours.

If you would like to schedule an appointment, please leave a message at (858) 534-4382 or email us at [osd@ucsd.edu](mailto:osd@ucsd.edu) and provide us with the following information.

If you are emailing, we suggest you copy and paste items #1 - #7 into the body of your email and then provide us with the information. This will expedite your request.

1. Your first and last name
2. Your PID if you have one
3. Your telephone number
4. Your UCSD email address
5. The reason you are requesting an appointment
6. At least 3 days/times you are available between 8 a.m. – 4 p.m. Monday – Friday for an appointment
7. Whether you prefer a Zoom or phone appointment, or first available

We will respond to you within 24 university business hours at either your UCSD email address or from a blocked phone number, so please pick up the call. The more information you can provide us initially, the faster we will be able to schedule your appointment.

## STEP 2: Submit Student Forms

### Current Students

Complete the following forms prior to the Intake appointment:

- [Intake and Request for Accommodations Form](#)
- [Consent Form](#)

## STEP 3: Submit Form(s) from your Medical Professional(s)

### Medical Professionals

Please have your medical professional fill out the form(s) that most closely relates to your condition

- [ADD/ADHD and/or Psychological Disabilities \(PDF\)](#)
- [Learning Disabilities \(PDF\)](#)
- [Medical Conditions \(PDF\)](#)
- [Therapy/Emotional Support Animal Accommodation Request \(PDF\)](#)

Return form(s) in advance

email [osd@ucsd.edu](mailto:osd@ucsd.edu)

fax 858.534.4650

To assist students and medical professionals in providing documentation that describes **current functional limitations**, the OSD has developed documentation guidelines for Learning Disabilities, ADD/ADHD, and Psychological Disabilities.

- [UC Practices for the Documentation and Accommodation of Students with ADHD \(PDF\)](#)
- [UC Practices for the Documentation and Accommodation of Students with Learning Disabilities \(PDF\)](#)
- [UC Practices for the Documentation and Accommodation of Students with Psychological Disabilities \(PDF\)](#)

## STEP 4: Participate in an Interactive Process

During your appointment, one of our Disability Specialists will assist you in determining and obtaining reasonable accommodations based on your current functional limitations impacting you in the following areas: classrooms/labs, exams, campus living, and programs.

If you are Deaf or Hard of Hearing, please email Alejandra Cervantes at [deaf-hohrequest@ucsd.edu](mailto:deaf-hohrequest@ucsd.edu) to request an appointment with a Disability Specialist.

To expedite scheduling, indicate the days/times (Monday – Friday, 8:00 a.m. – 4:00 p.m.) in the subsequent two weeks when you are available. Also indicate if you would like an interpreter or captionist to be present at your appointment.