Step 1: Logging in to the Student Portal

To begin, visit osd.ucsd.edu Under the OS Student Portal tab located between the Students and Faculty Staff tabs on the navigation bar, select Login to OSD Student Portal.
Students will be directed to a single sign-on page and use PID and password to log in.
Students who see the following screen will be prompted to contact the OSD or email the OSD specialist directly.
Step 2: Selecting a Quarter

After logging in, students will be presented with a list of quarters and select the quarter for which they would like to accept accommodations.
Students read the "Student Acknowledgement and Agreement Form" and check the "I understand and accept the agreement" box at the bottom of the form.
Step 3: Choosing the accommodations

Students are presented with instructions outlining the steps to take to select accommodations for each of their enrolled courses.
• Selecting one of the courses will show the approved accommodations for that specific course.
• If the accommodation has been accepted prior, the accommodation will be marked with an "Accepted" tag next to the listed accommodation.
• After students have CHOSEN the accommodations for that specific course, they must select the "Accept" button.
Step 4: Confirming Accommodations Before the First Day of Instruction

Once the student accepts, a confirmation dialog box will be displayed stating that a confirmation email will be sent to their UCSD email immediately and the student, instructors, and academic liaisons will receive an email of the accepted accommodation requests on the first day of instruction.
Step 5: Confirming Accommodations After the First Day of Instruction

After students have accepted, a confirmation dialog box will be displayed stating that an email will be sent to instructors, academic liaisons, and the student's UCSD email confirming accepted accommodation requests immediately.
Step 6: Repeat Steps 3 and 4 for Each Course of the Quarter
Students receive the following email if accommodations were accepted **before** the first day of instruction.
Students receive a copy of the AFA letter if accommodations were accepted **after** the first day of instruction.
Step 8: Additional Emails

If students accepted accommodations for adaptive technology, alternative formats, captioning, sign language interpreting services, and/or notetaking, they receive an additional email outlining the steps to take to arrange for these accommodations.

From: no-reply@osd.ucsd.edu <no-reply@osd.ucsd.edu>
Sent: Wednesday, September 11, 2019 10:33 AM
To: tester
Subject: [Student Action Required]

Dear Student,

You have accepted one or more accommodations provided directly by the Office for Students with Disabilities (OSD). These accommodations require you to take some additional actions. Please use the following link to check what actions are needed for your specific accommodations: https://osd.ucsd.edu/students/accommodation-types.html

Remember that you are responsible for speaking with your instructors and/or OSD academic department liaisons to discuss specific accommodation arrangements. http://osd.ucsd.edu/students/reminders.html
1. On or after the first day of instruction, once you have received an email informing you that your Authorization for Accommodation (AFA) letters have been shared electronically with your instructors and the academic department Liaisons OR you have obtained paper copies of your AFA letters from your Specialist, you must arrange to meet with your instructors.

2. During your meeting with the Instructor/Liaison, review the course syllabus and discuss accommodation arrangements for each quarter.

3. To confirm your accommodations for exams/ quizzes, contact your instructor at least 72 university business hours, excluding holidays and weekends, in advance. Unless there are extenuating circumstances, your Instructor/Liaison should already be aware of your accommodation needs because you followed the directions in Item #1!

4. You are responsible for starting the exam/quiz on time. If you are eligible for extended time for exams/ quizzes and you show up late, the exam/quiz time WILL NOT be extended to excuse your tardiness.

5. You are responsible for bringing all items that you will need to the exam/quiz. These may include pens, pencils, calculators (if allowed or authorized as an accommodation), ear plugs, magnifying glass, blue books, scantrons, etc. You will NOT be allowed to bring any personal items (purses, backpacks, books, cell phones, laptops) into the exam room.

6. If assistance is needed and/or you feel that reasonable and appropriate accommodations are not being provided in a timely manner, you must contact the immediately and request assistance from an OS Director. If issues remain unresolved, you may also contact the OS Director.

7. Accommodations will not be provided retroactively.

8. If you withdraw from a class, please send an email to the Instructor, TA and OS Liaison to inform them so that they may cancel any exam/quiz accommodation arrangements they may have made for you.

9. You may request accommodations for a subsequent quarter any time after registering for classes by emailing your OS Specialist. You may be asked to obtain updated documentation that verifies your current functional limitations.

10. You are responsible for checking your ucsd.edu email for announcements from the OS, your Instructors, and OS Liaisons. Exceptions may not be made for students who fail to receive, read and respond to their UCS email in a timely manner. For information on your ucsd.edu email account and procedures for forwarding messages to an alternate email address, visit http://acms.ucsd.edu/students_email.
Types of Accommodations

Accommodations Provided Directly by the OSD

- Adaptive Technology
- Alternative Formats
- Captioning and Sign Language/Interpreting Services
- Note-taking

Accommodations Provided by Academic Departments

- Classroom and Lab Accommodations
- Exam/Quiz Accommodations

Campus Living

- Housing, Dining, & Transportation

Academic Plan Modification

- Reduced Course Load
Note Taking Request Form

Before submitting your request for volunteer peer note taking, determine if note taking is appropriate for a particular class. For example, short talks, lecture, open discussion forums, performances and clinical & conversational courses are not noted for the same. Also, since the current system guarantees that a volunteer note taker can be found, students who are under the courses, are strongly advised to keep audio recording their lectures using a Headphone and your personal laptop for better scores and better understanding. Students who have good grades and have excellent notes are happy to share their notes with you.

I hereby acknowledge that I have read the above statement and understand.

Name: [ ]
Email: [ ]
Phone: [ ]
Prof: [ ]

Notes Delivery Preferences:
- Handout: I will pick up the notes at the OSS office.
- Email: I want my notes sent to my UCSD email address.
- Fax: I want my notes sent to my alternate email address.

Term and Course Information:
The OSS will only note class efforts to ensure only notes of a timely course. You will be notified via email if a note-taking assignment is available for any requested course. Please only submit one form per course.

Term: [ ]
Course: [ ]

If you are submitting a request for more than five classes, please send two separate requests.
Please include section number in the course information.
For example, MTH 2 [220]
Q & A