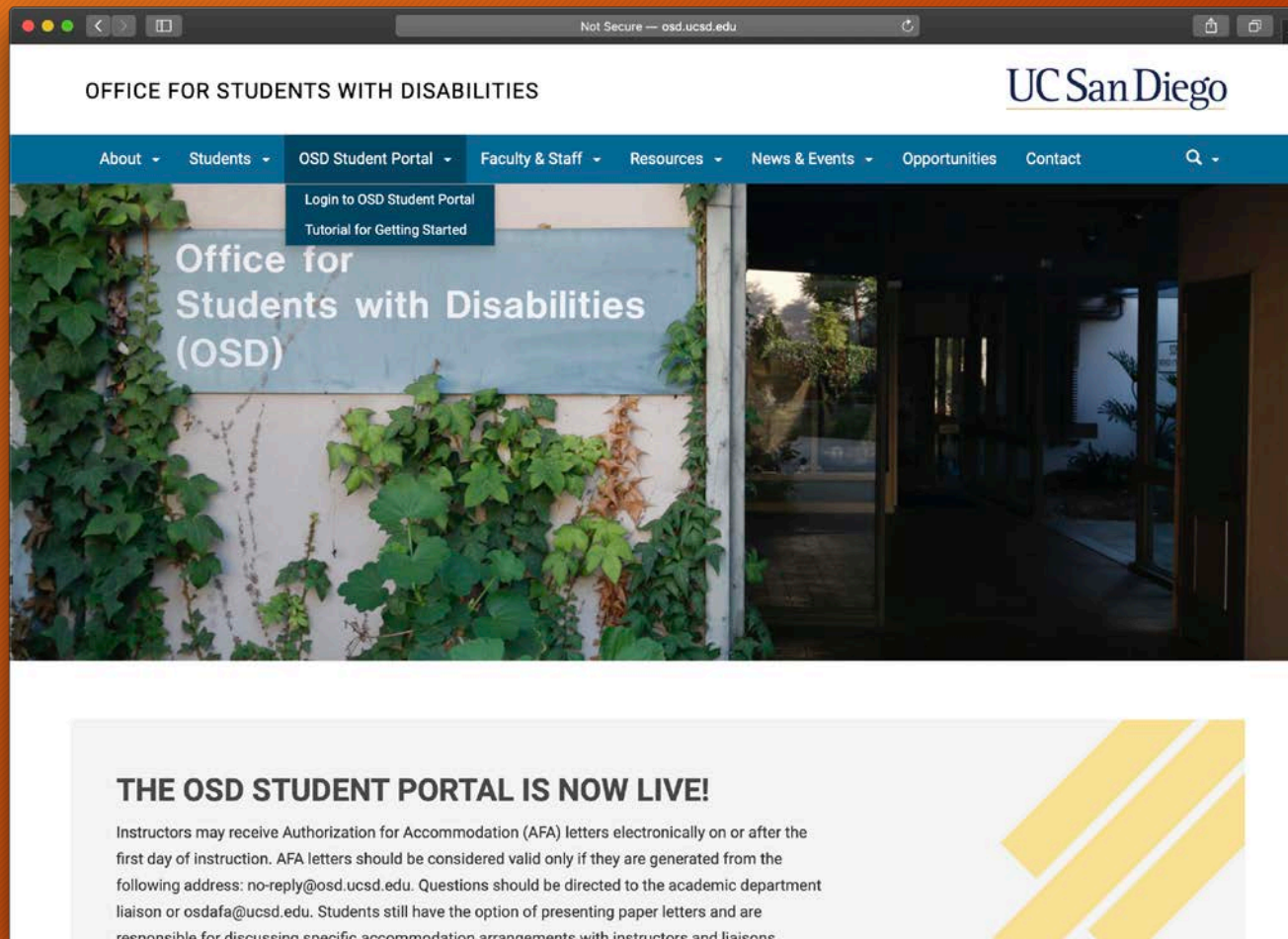


# Office for Students with Disabilities (OSD)

Fall 2019

# Step 1: Logging in to the Student Portal



To begin, visit [osd.ucsd.edu](https://osd.ucsd.edu)  
Under the OSD 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 PI and password to log in

SINGLE SIGN-ON (V3.3) UC San Diego

Signing on Using: Student SSO

TritonLink user name (or student PID)

First time user?

Password:

Reset password

Login

Or sign on with:

Student SSO

☐ Make this my default

Help

- [Learn about Passwords and Access](#)
- [Contact the ITS Service Desk](#)

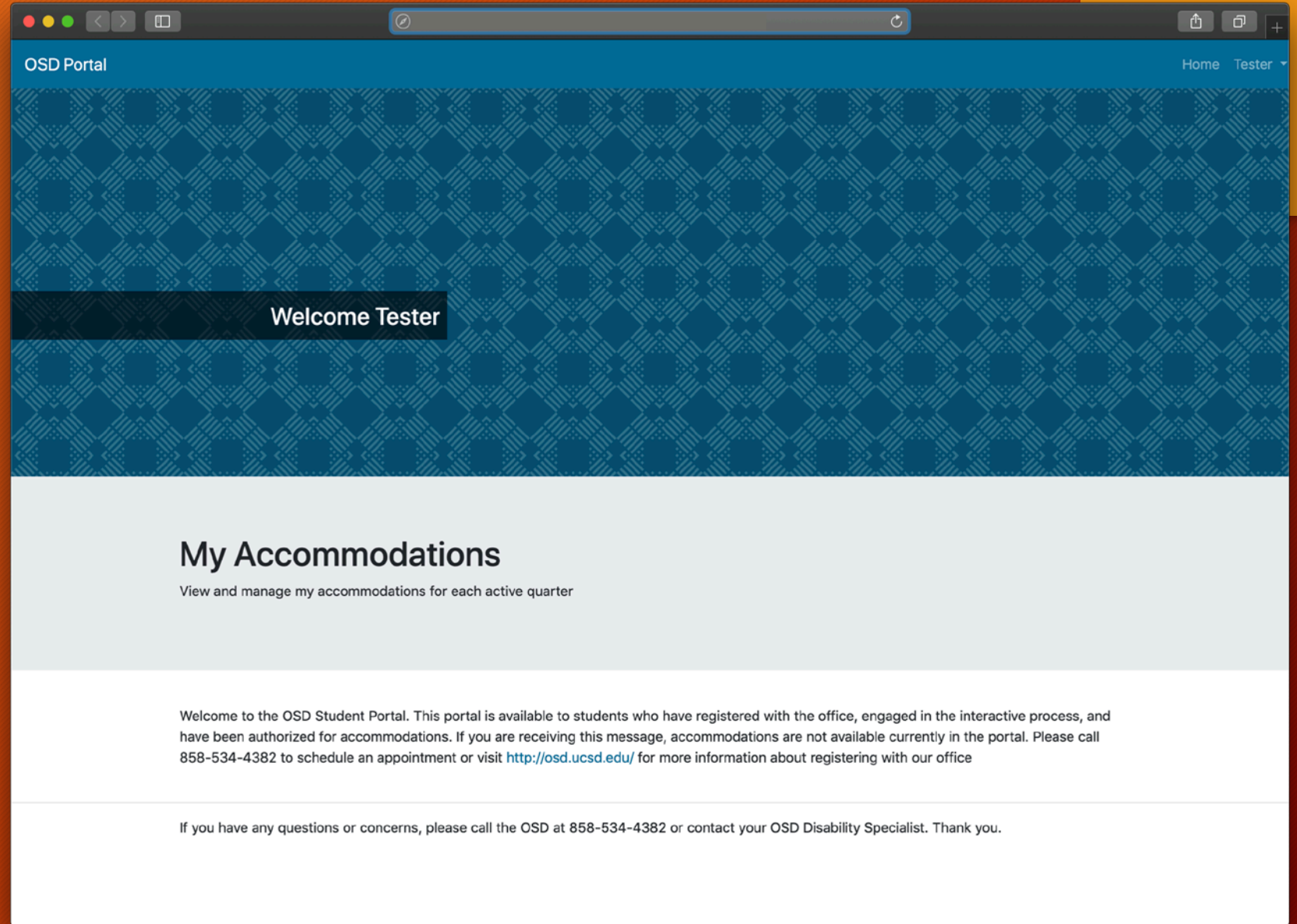
Sign out and close your browser when you're finished.

UC San Diego 9500 Gilman Dr. La Jolla, CA 92093 (858) 534-2230  
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[Terms & Conditions](#) | [Feedback](#)

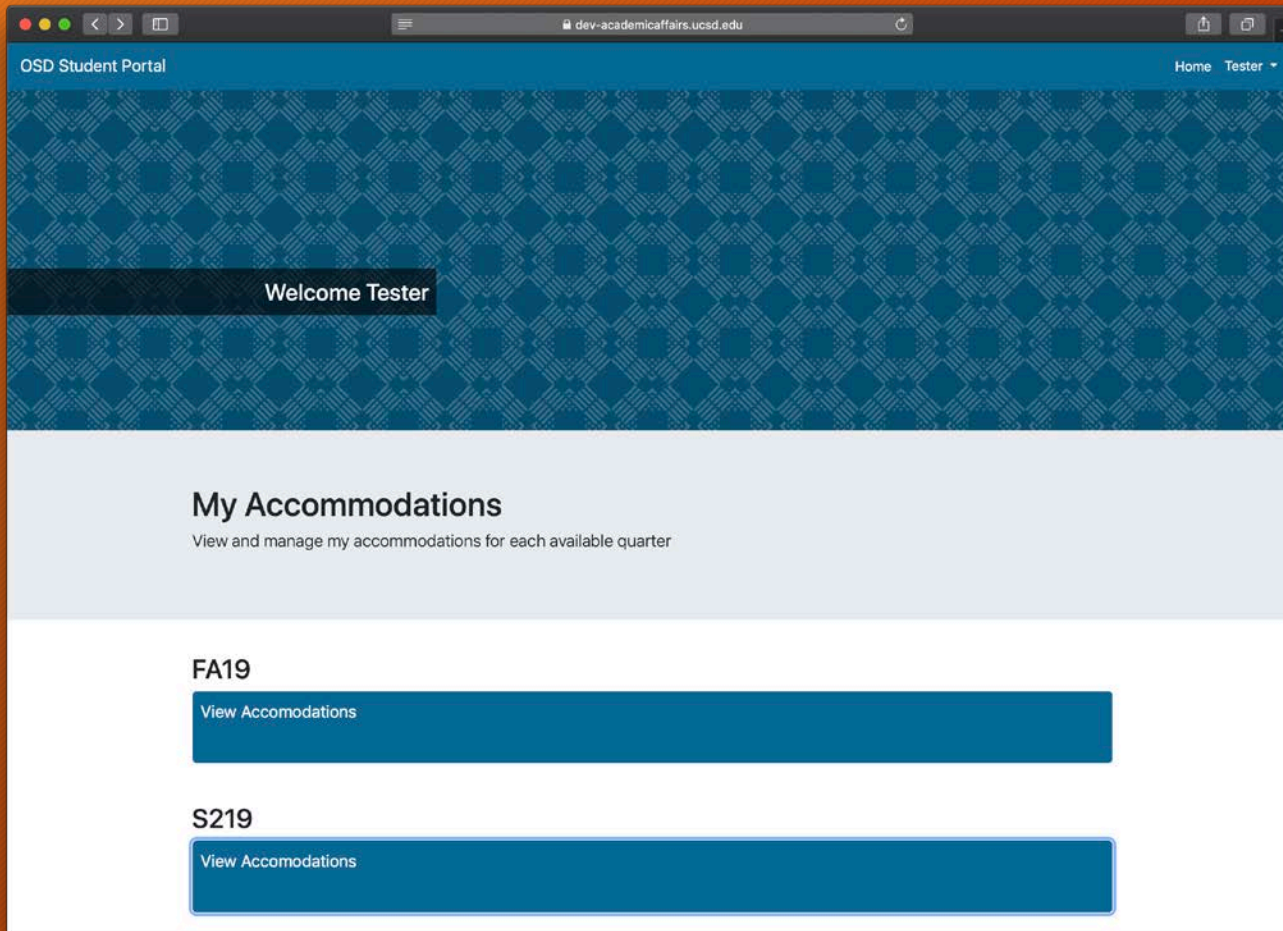
UC San Diego

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

dev-academicaffairs.ucsd.edu

## Student Acknowledgement and Agreement Form

In order to view and accept accommodations, please review the Student Acknowledgement and Agreement Form

### Student Acknowledgement and Agreement Form for FA19

I understand that I may need to provide updated documentation which discusses my current functional limitations in subsequent quarters should I continue to request accommodations.

Accommodation eligibility and determination occurs as part of the interactive process between the student and the OSD.

I understand that in order to receive accommodations I must 1) accept them online through this web application, and 2) speak with my instructors and the OSD academic liaisons to arrange for specific accommodations. Notifying the academic department via email **does not** waive my responsibility to follow up in person with each instructor or OSD academic liaison.

If I am eligible for exam or quiz accommodations, I must contact my instructor/OSD academic liaison at least 72 university business hours (3 business days), excluding holidays and weekends, in advance to **confirm** my accommodation arrangements.

I understand that any accommodations such as note-taking; audio recording; access to handouts/PowerPoints; use of a personal laptop to take notes; use of a LiveScribe Pen or other similar accommodations are granted to me for my use exclusively during the particular period of study listed on the AFA letter. **These accommodations are a supplement - not a substitute - for class attendance, except if I have "occasional absences" as an accommodation.** I am not to share or sell this information or post it on a website or other forum, where it could be accessed by others. Failure to comply with these standards may result in the cessation of the accommodation and other appropriate action as reflected in the OSD and UC San Diego policies and procedures.

If I am eligible for note-taking as an accommodation, it is my responsibility to request that a volunteer note-taker be secured for each course. Requests are to be submitted to [osdnotes@ucsd.edu](mailto:osdnotes@ucsd.edu) and more information may be found [here](#).

I understand that faculty and staff at UC San Diego will be able to see the accommodations for which I am eligible and which I have accepted each quarter. Some academic department staff may use the Virtual Advising Center (VAC) to communicate with me regarding accommodation arrangements. However, specific information regarding my disability (diagnosis, limitations, etc.) will not be placed in the VAC, as this system is viewed by College advisors. To opt out, please exit the portal and make an appointment with your OSD Disability Specialist.

I have reviewed and I understand my responsibilities as outlined on the Reminders Handout [here](#).

If I need assistance and/or I feel reasonable and appropriate accommodations are not being provided in a timely manner, I must contact the OSD immediately and request assistance from an OSD staff member. If issues remain unresolved, I may also contact the OSD Director. I am aware of the Disability-Based Discrimination Grievance Procedures as outlined here: [Disability-Based Discrimination Grievance Procedure](#)

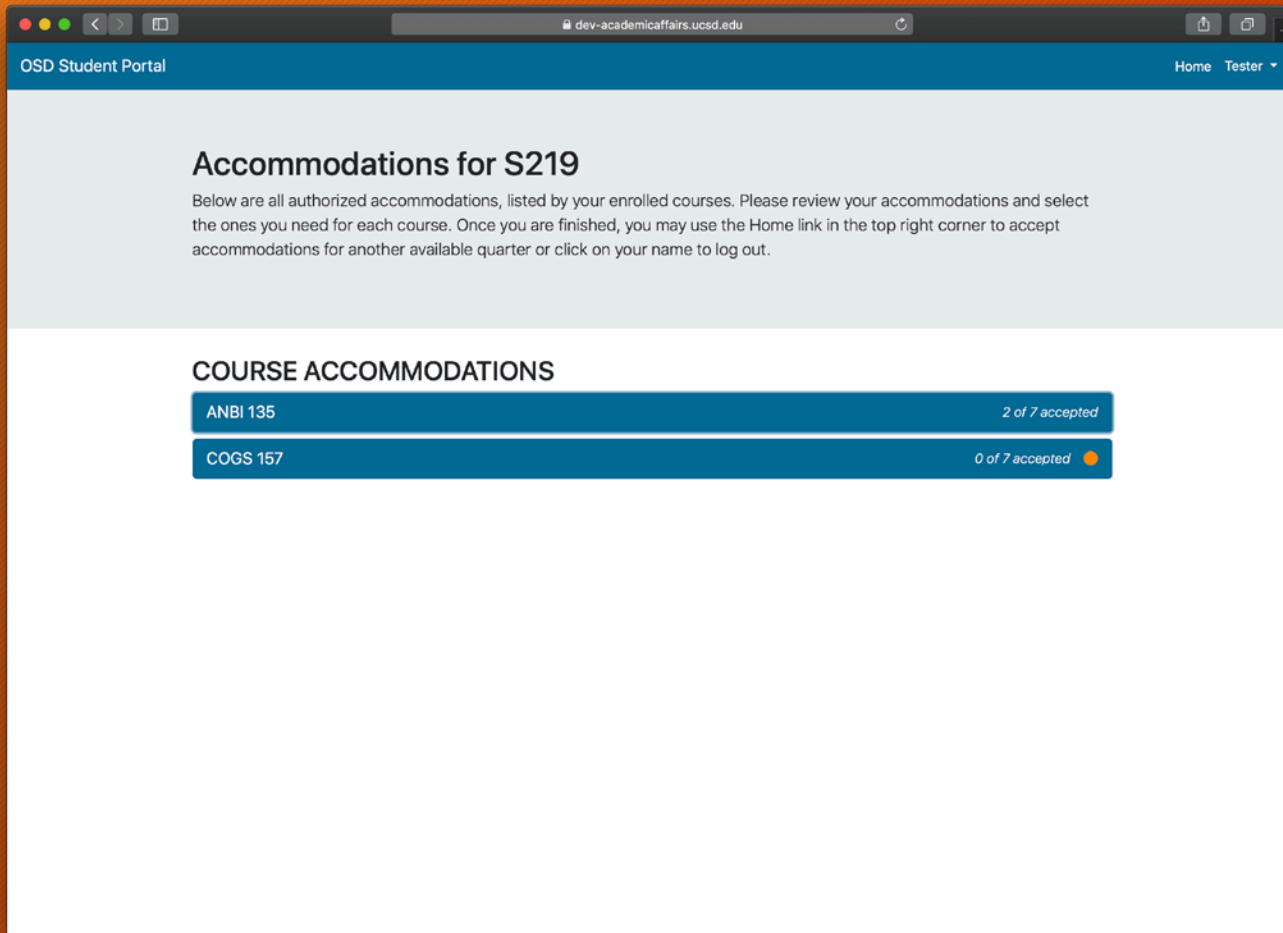
☒ I understand and accept the agreement.

CONFIRM AND CONTINUE

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

dev-academicaffairs.ucsd.edu

Below are all authorized accommodations, listed by your enrolled courses. Please review your accommodations and select the ones you need for each course. Once you are finished, you may use the Home link in the top right corner to accept accommodations for another available quarter or click on your name to log out.


### COURSE ACCOMMODATIONS

ANBI 135

2 of 7 accepted

Select each accommodation that you would like to accept for this course.

**Classroom Accommodation (Facilitated & Provided by OSD)**

Note-taker (peer note-taking system) ☒ 

Use of personal laptop to take notes ☐

**Classroom Accommodation (Facilitated & Provided by Instructor or Instructor Designee)**

Audio record classroom lectures, labs, and discussion sections-student must attend entire lecture/lab/discussion and provide audio recorder. Faculty not responsible for recording lectures on student's behalf. (Agreement form on file in the OSD.) ☐

**Exam Accommodations (Facilitated by Instructor or Instructor Designee)**

Extended test time (1.5 times the standard amount of time; applies to in-class exams and timed on-line exams only and NOT to untimed take home exams) ☐

Professor or TA exam clarification during exams (when permitted by faculty for all students) ☐

Separate, quiet, distraction-reduced testing (alone-no other students present) **Accepted**

Use of University laptop/word processor - not connected to a network **Accepted**

**ACCEPT**

COGS 157

0 of 7 accepted



# Step 4: Confirming Accommodations **Before** the First Day of Instruction

The screenshot shows a web browser window at `dev-academicaffairs.ucsd.edu`. The main content area is titled "Below are all authorized accommodations, listed by your enrolled courses. Please review your accommodations and select the ones you need for each course." It lists two courses: ANBI 135 and COGS 157. For ANBI 135, 2 of 7 accommodations are accepted. For COGS 157, 0 of 7 are accepted. A "Confirmation of Acceptance" dialog box is overlaid on the screen, asking the user to confirm their selection. The dialog box text reads: "By confirming below, you understand that your accepted accommodation requests will be sent via email to your instructors, the OSD academic department liaisons, and to your UC San Diego email address ON THE FIRST DAY OF INSTRUCTION for this quarter. You will receive an email indicating receipt of your acceptance immediately. Do you wish to continue?" The dialog box has "CONFIRM" and "CANCEL" buttons. The background page shows a list of accommodations for ANBI 135, including "Classroom Accommodation" (Note-taker, Use of personal laptop) and "Exam Accommodations" (Extended test time, Professor or TA exam clarification, Separate, quiet, distraction-reduced testing, Use of University laptop/word processor). The "ACCEPT" button is visible at the bottom of the page.

Below are all authorized accommodations, listed by your enrolled courses. Please review your accommodations and select the ones you need for each course.

**COURSE ACCOMMODATIONS**

**ANBI 135** 2 of 7 accepted

Select each accommodation that you would like to accept for this course.

**Classroom Accommodation**

Note-taker (peer note-taking system) ☒

Use of personal laptop to take notes ☐

**Classroom Accommodation (Facilitated & Provided by Instructor or Instructor Designee)**

Audio record classroom lectures, labs, and discussion sections-student must attend entire lecture/lab/discussion and provide audio recorder. Faculty not responsible for recording lectures on student's behalf. (Agreement form on file in the OSD.) ☐

**Exam Accommodations (Facilitated by Instructor or Instructor Designee)**

Extended test time (1.5 times the standard amount of time; applies to in-class exams and timed on-line exams only and NOT to untimed take home exams) ☐

Professor or TA exam clarification during exams (when permitted by faculty for all students) ☐

Separate, quiet, distraction-reduced testing (alone-no other students present) ☒ Accepted

Use of University laptop/word processor - not connected to a network ☒ Accepted

**ACCEPT**

**COGS 157** 0 of 7 accepted

Once the student accepts, a confirmation dialog box will be displayed stating that a confirmation email will be sent to their UCS 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

The screenshot shows the USD Student Portal interface. A modal dialog box titled "Confirmation of Acceptance" is centered on the screen. The dialog contains the following text: "By confirming below, you understand that your accepted accommodation requests will be sent via email to your instructors, the OSD academic department liaisons, and to your UC San Diego email address. Do you wish to continue?". At the bottom of the dialog are two buttons: "CONFIRM" (in blue) and "CANCEL" (in light blue). In the background, the "Accommodations" page is visible. It has a heading "Accommodations" and a paragraph: "Below are all authorized accommodations you need for each course. Once you select the ones you need, click on 'Accept' to accept accommodations for another available quarter or click on 'Cancel' to cancel your selection." Below this is a section titled "COURSE ACCOMMODATIONS" with a sub-header "COGS 100" and a status "0 of 7 accepted". Under this, there is a list of accommodations with checkboxes: "Classroom Accommodation (Facilitated & Provided by OSD)" with sub-items "Note-taker (peer note-taking system)" (checked) and "Use of personal laptop to take notes" (unchecked); "Classroom Accommodation (Facilitated & Provided by Instructor or Instructor Designee)" with sub-item "Audio record classroom lectures, labs, and discussion sections-student must attend entire lecture/lab/discussion and provide audio recorder. Faculty not responsible for recording lectures on student's behalf. (Agreement form on file in the OSD.)" (checked); "Exam Accommodations (Facilitated by Instructor or Instructor Designee)" with sub-items "Extended test time (1.5 times the standard amount of time; applies to in-class exams and timed on-line exams only and NOT to untimed take home exams)" (unchecked), "Professor or TA exam clarification during exams (when permitted by faculty for all students)" (unchecked), and "Separate, quiet, distraction-reduced testing (alone-no other students present)" (unchecked).

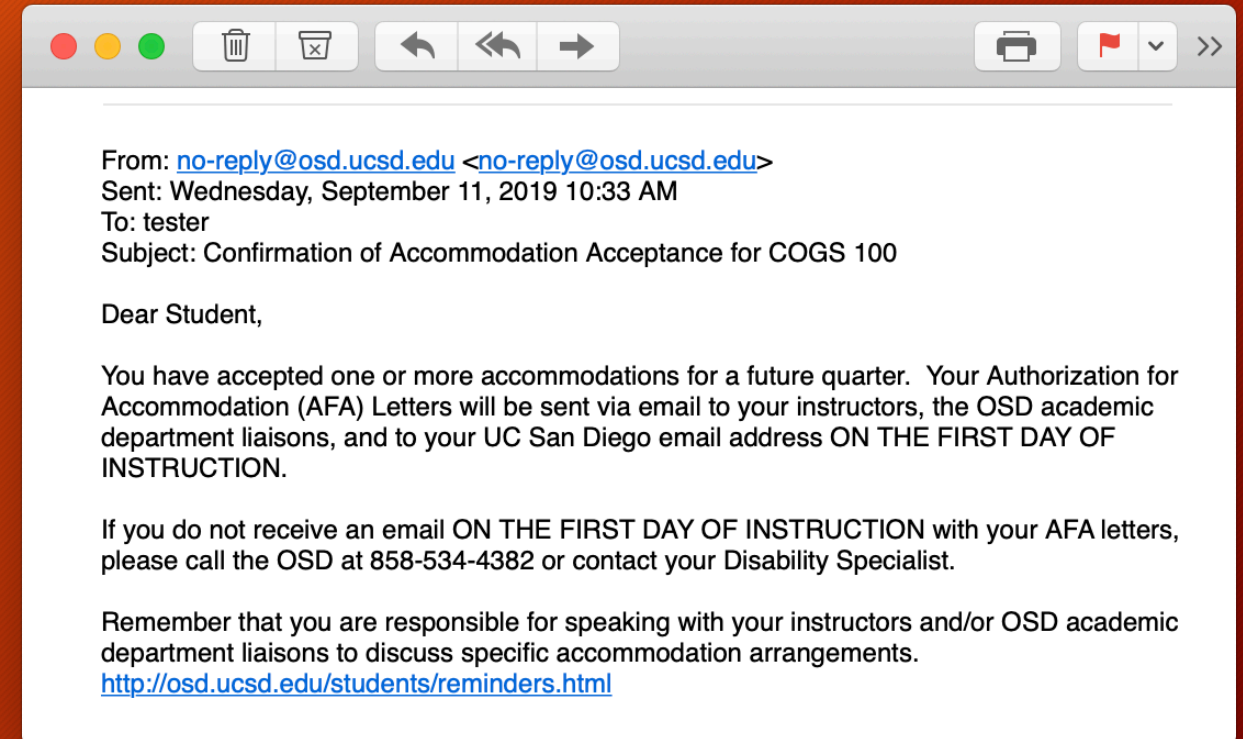
After students have accepted, a confirmation dialog box will be displayed stating that an email will be sent to instructors, academic liaisons, and the student's UCS email confirming accepted accommodation requests immediately



Step 6: Repeat Steps 3 and 4 for Each Course  
of the Quarter

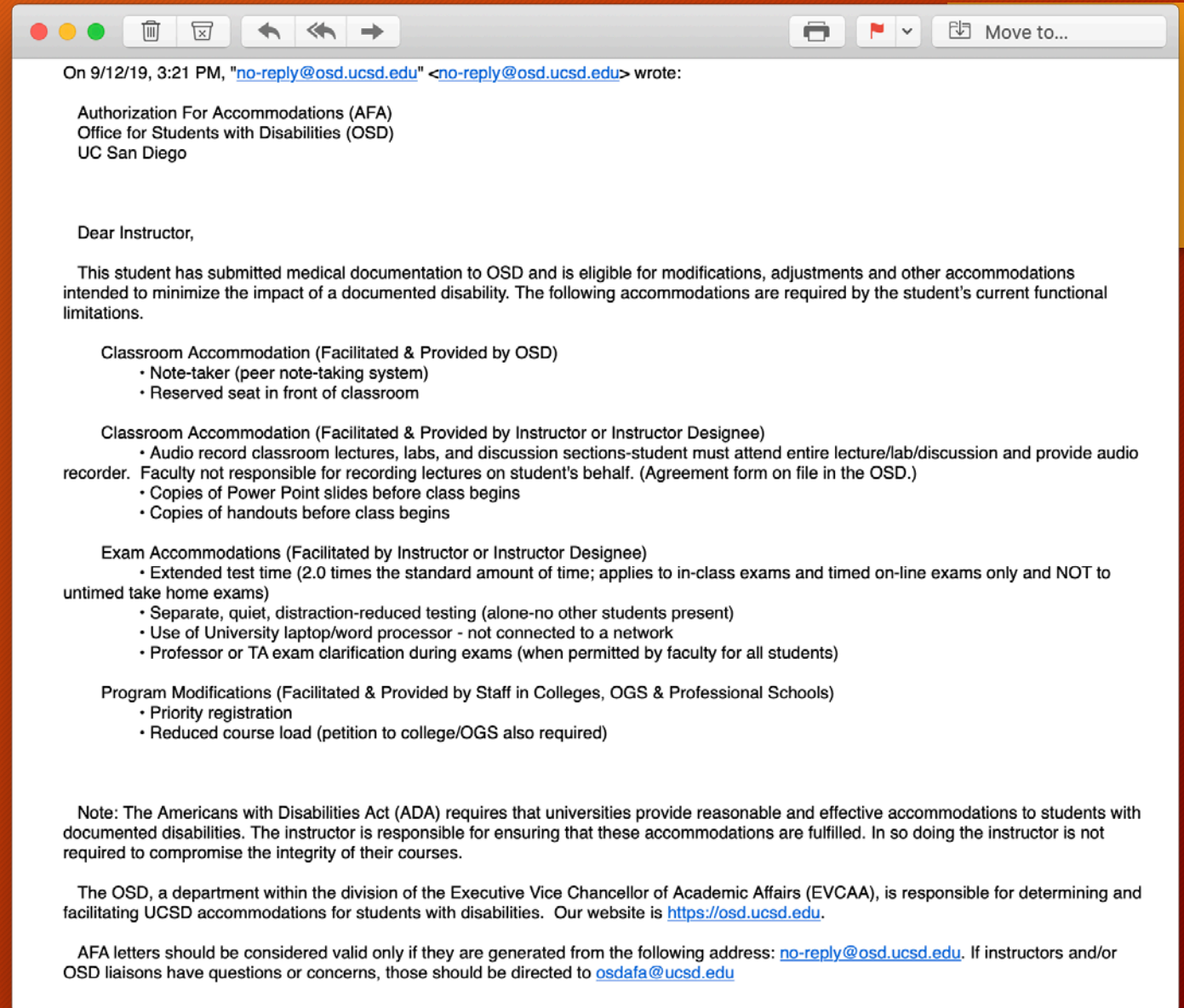
# Step 7: Check UCSD Email

Students receive the following email if accommodations were accepted before the first day of instruction



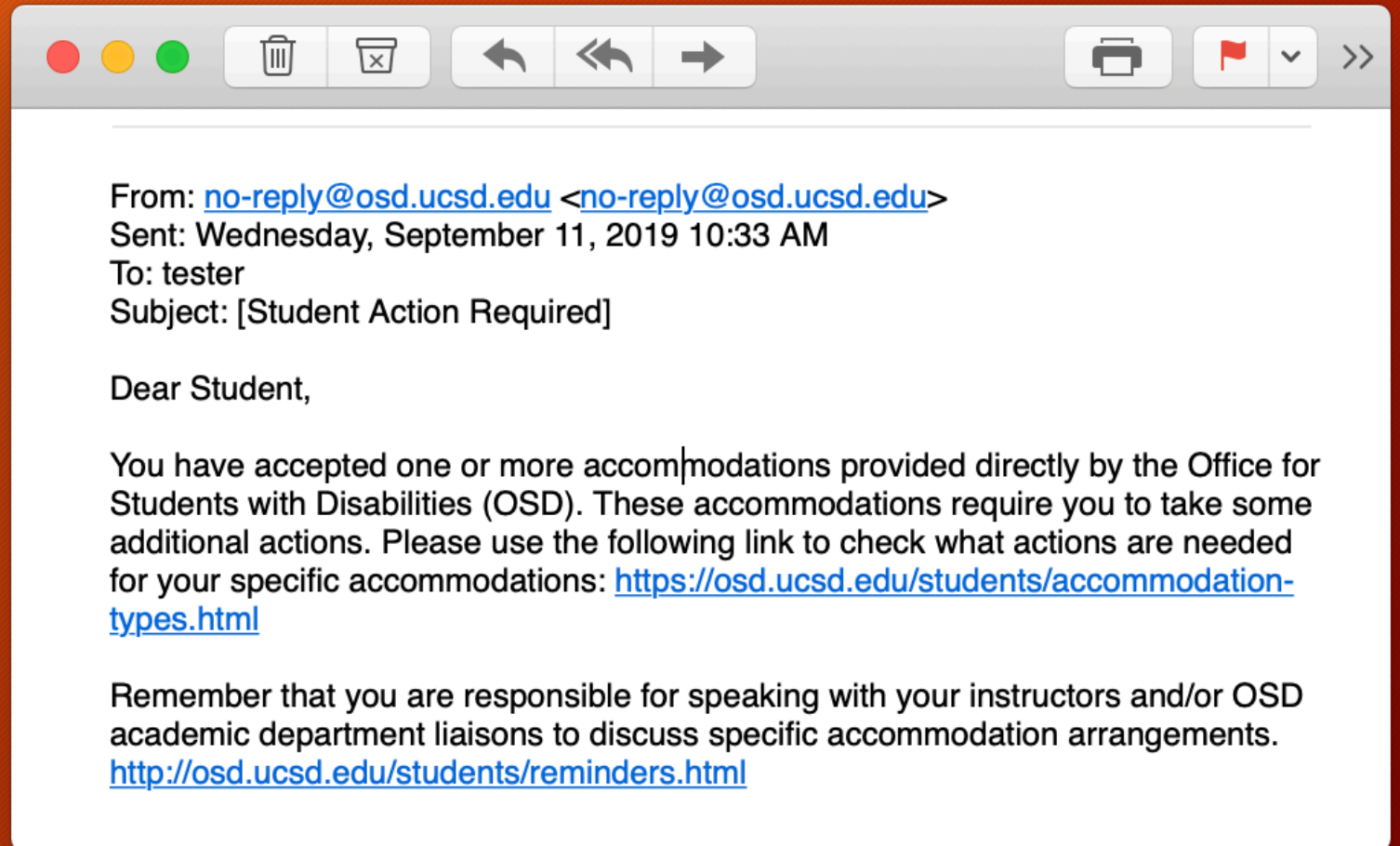


Students receive a copy of the AFA letter if accommodations were accepted after the first day of instruction



# 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





## Reminders for Students Obtaining Accommodations Through the OS Student Portal

- 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 OS academic department Liaisons OR you have obtained paper copies of your AFA letters from your OS 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 OS Liaison **at least 72 university business hours, excluding holidays and weekends, 3 business days in advance** Unless there are extenuating circumstances, your Instructor OS 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  
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 OS immediately and request assistance from an OS Staff Member 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](mailto: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](mailto:ucsd.edu) email account and procedures for forwarding messages to an alternate email address, visit [http://acms.ucsd.edu/students\\_email](http://acms.ucsd.edu/students_email)

Types of Accommodation

Not secure | osd.ucsd.edu/students/accommodation-types.html

AppsMyOSDBlinkADAIT RequestTravel CardExpress CardLinguabee

AboutStudentsOSD Student PortalFaculty & StaffResourcesNews & EventsOpportunitiesContact

Q

HOME / Students / Types of Accommodation

Students

Requesting Accommodations

Authorization for Accommodation (AFA) Letters

Types of Accommodation

Reminders for Students Obtaining Accommodations

General Differences Between K-12 Education and University Education

Student Veterans

Forms & Guidelines

Disability-Based Grievance Procedures

Hear About Students' Experiences

Types of Accommodations

Accommodations Provided Directly by the OSD

+ Expand All

▶ Adaptive Technology

▶ Alternative Formats

▶ Captioning and Sign Language Interpreting Services

▶ Note-taking

+ Expand All

Accommodations Provided by Academic Departments

+ Expand All

▶ Classroom and Lab Accommodations

▶ Exam/Quiz Accommodations

+ Expand All

Campus Living

+ Expand All

▶ Housing, Dining, & Transportation

+ Expand All

Academic Plan Modification

+ Expand All

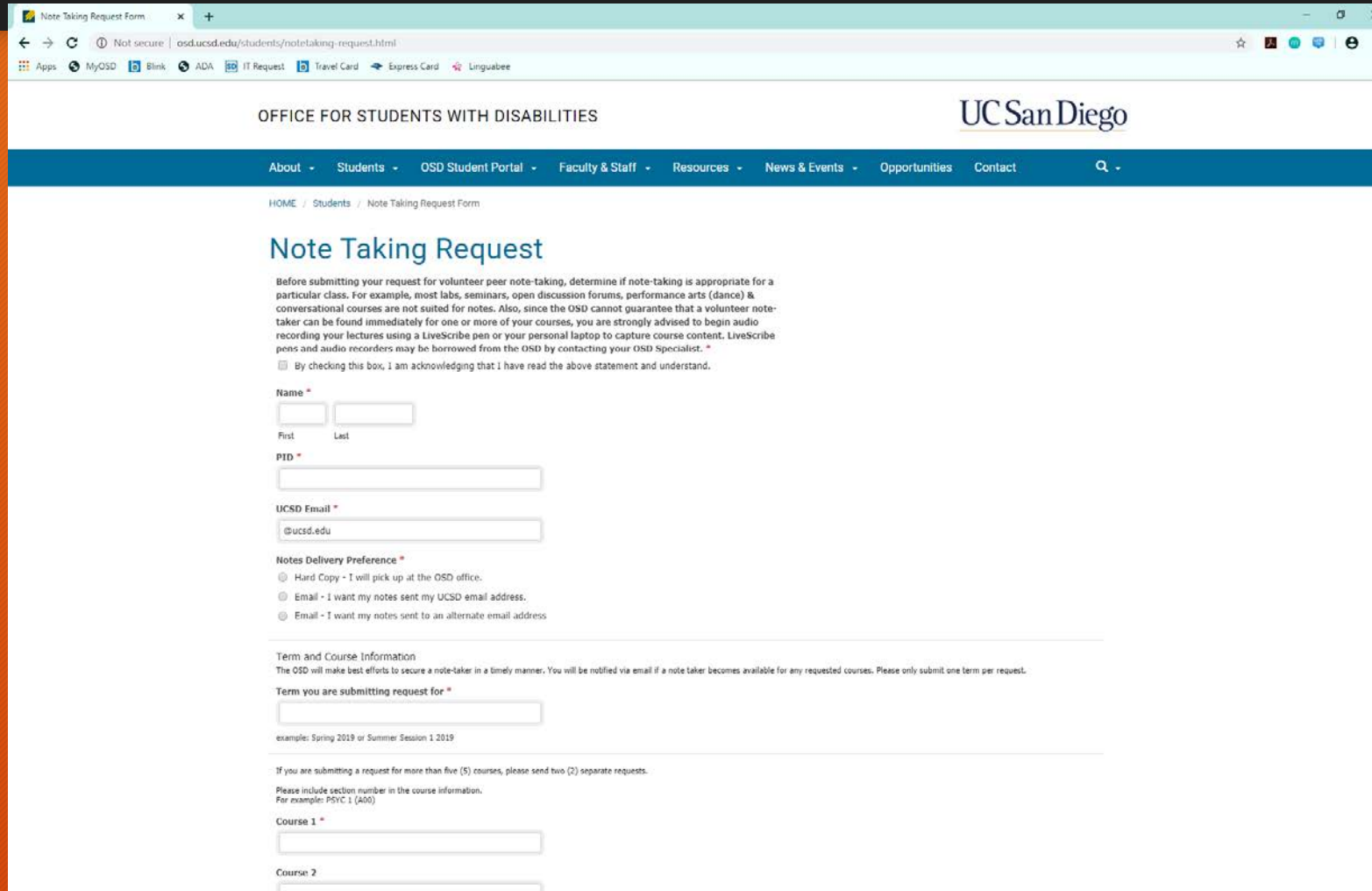
▶ Reduced Course Load

+ Expand All

osd.ucsd.edu/students/registering.html



# Note Taking Request Form



The screenshot shows a web browser window with the URL `osd.ucsd.edu/students/notetaking-request.html`. The page is titled "OFFICE FOR STUDENTS WITH DISABILITIES" and "UC San Diego". The navigation bar includes links for About, Students, OSD Student Portal, Faculty & Staff, Resources, News & Events, Opportunities, and Contact. The main content area is titled "Note Taking Request" and contains a form for submitting a request. The form includes a checkbox for acknowledging the request, a name field (First and Last), a PID field, a UCSD Email field, and a Notes Delivery Preference section with three radio button options. Below this is a section for Term and Course Information, which includes a dropdown for the term and a text area for the course information. The form is designed to be user-friendly and accessible, with clear instructions and a structured layout.

UC San Diego

HOME / Students / Note Taking Request Form

## Note Taking Request

Before submitting your request for volunteer peer note-taking, determine if note-taking is appropriate for a particular class. For example, most labs, seminars, open discussion forums, performance arts (dance) & conversational courses are not suited for notes. Also, since the OSD cannot guarantee that a volunteer note-taker can be found immediately for one or more of your courses, you are strongly advised to begin audio recording your lectures using a LiveScribe pen or your personal laptop to capture course content. LiveScribe pens and audio recorders may be borrowed from the OSD by contacting your OSD Specialist. \*

☐ By checking this box, I am acknowledging that I have read the above statement and understand.

**Name \***

First Last

**PID \***

**UCSD Email \***

**Notes Delivery Preference \***

☐ Hard Copy - I will pick up at the OSD office.

☐ Email - I want my notes sent my UCSD email address.

☐ Email - I want my notes sent to an alternate email address.

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**Term and Course Information**

The OSD will make best efforts to secure a note-taker in a timely manner. You will be notified via email if a note taker becomes available for any requested courses. Please only submit one term per request.

**Term you are submitting request for \***

example: Spring 2019 or Summer Session 1 2019

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If you are submitting a request for more than five (5) courses, please send two (2) separate requests.

Please include section number in the course information.  
For example: PSYC 1 (400)

**Course 1 \***

**Course 2**

Q & A