

# PLAY AN ACTIVE ROLE IN YOUR EDUCATION: UTILIZING ACCOMMODATIONS TO SUPPORT YOUR SUCCESS



**DISCLAIMER: THIS GUIDE WAS WRITTEN BY A STUDENT, FOR OTHER STUDENTS TO REFERENCE AS THEY NAVIGATE THE PROCESS OF ACCESSING ACCOMMODATIONS AT UCSD. PLEASE NOTE THAT YOUR EXPERIENCE WILL VARY SINCE EACH SITUATION IS UNIQUE. I ENCOURAGE YOU TO VISIT THE OSD WEBSITE ([OSD.UCSD.EDU](https://osd.ucsd.edu)) FOR UP-TO-DATE INFORMATION.**



## STEP 1

### SCHEDULE AN APPOINTMENT WITH OFFICE FOR STUDENTS WITH DISABILITIES (OSD)

Contacting OSD was the first thing I did after accepting my admissions offer, so my advice to you is reach out sooner rather than later. Call **858-534-4382** or email [osd@ucsd.edu](mailto:osd@ucsd.edu) and refer to their [homepage](#) for any information you need to provide when you call or email to schedule an intake appointment.



## STEP 2

### SIGN, SEAL, AND DELIVER REQUIRED DOCUMENTS

OSD will send you a follow-up email after meeting with a specialist, with instructions on next steps which may include submitting additional documents. Be patient while they review your materials!



## STEP 3

### ACCESS THE OSD PORTAL

After approval, send OSD your courses for the quarter. They'll add them to your portal and provide instructions. **Please read carefully.**



## STEP 4

### COMMUNICATE YOUR NEEDS

On the first day of class, you and your instructor will receive an AFA letter with your accommodations. Contact OSD if you don't receive it. Introduce yourself to your professor during the first week of class, either on the first day of lectures or during office hours, and schedule a time to meet with them in person, by phone, or by Zoom to confidentially discuss your accommodation needs



## STEP 5

### EXAM ACCOMMODATIONS

Instructors, with assistance from the academic departments and TAs, are responsible for arranging your exam accommodations so set these up early so you can focus on studying for your tests. From the list of accommodations that have been approved for you, select the ones you wish to utilize for each class, and you'll get a confirmation email if done correctly.



# CONTINUING ACCOMODATIONS IN SUBSEQUENT QUARTERS AND SUMMMER SESSIONS



## STEP 1



### STAY IN TOUCH WITH YOUR SPECIALIST

Communication is key! Get to know your specialist during the quarter, as better communication leads to better support. Remember that they are helping a large community, so keep in touch. If things get tough, reach out before your end-of-quarter check-in.

### REACH OUT AFTER ENROLLMENT

At the end of each quarter, email OSD your schedule for the upcoming quarter. You will repeat this every quarter! An OSD specialist will follow up with questions about your previous quarter's accommodations, giving you the opportunity to ask for additional or adjusted accommodations and provide feedback. Be detailed in your response.

## STEP 2



## STEP 3



### RECEIVE AFA LETTERS

You should once again receive AFA letters on the first day of instruction. If you do not see those in your campus email, contact OSD immediately.

### INTRODUCE YOURSELF

Introduce yourself to your professors to build rapport and discuss your accommodations. Also, communicate with your OSD specialist to ensure better support. Let them know what has worked for you in the past, what you need now, and things that are not working. Do not suffer in silence!

## STEP 4



## STEP 5



### RINSE AND REPEAT EVERY QUARTER

Remember to check in with your professor and OSD specialist as necessary throughout the quarter, they are a great resource. Rinse and repeat these steps each quarter to ensure smooth sailing with OSD!