

**Student Disability Resource Center (SDRC)**

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| <p><b>SDRC Main Office</b> 125 Costo Hall<br/>         (951) 827-3861 (M-F: 8am-5pm)<br/>         Web: <a href="http://sdrc.ucr.edu">http://sdrc.ucr.edu</a> Email: <a href="mailto:sdrc@ucr.edu">sdrc@ucr.edu</a><br/>         *Approval of Accommodations/Questions</p> | <p><b>Academic Support Center (ASC)</b> 1213 Student Services Bldg<br/>         Phone: (951) 827-3028, (M-F: 8am-5pm)<br/>         *Exam accommodations: <a href="mailto:sdrc-exams@ucr.edu">sdrc-exams@ucr.edu</a><br/>         *Note sharing accommodations: <a href="mailto:sdrc-notesharing@ucr.edu">sdrc-notesharing@ucr.edu</a></p> |
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**Faculty Guide to Student Disability Related Accommodations**

**R'Ability Online System** <https://rability.ucr.edu>

Review *Training materials on how to use RAbility* at <http://SDRC.ucr.edu>

**FREQUENTLY ASKED QUESTIONS:**

**What happens when a student self-discloses a disability and requests an accommodation(s)?**

- Request a Letter of Accommodation (LOA) from the student. The student can provide it to you in-person or send it to you through R'Ability. If the student does not have one, refer them to SDRC.
- If presented with medical documentation regarding a disability, including chronic health issues, please do not take it. Instead, redirect the student and their documentation to SDRC.

**What do I do when I receive an email from SDRC ([sdrc@ucr.edu](mailto:sdrc@ucr.edu)) about viewing a Letter of Accommodation?**

- Go to the R'Ability Faculty Portal ([rability.ucr.edu](http://rability.ucr.edu)), select your course to find the list of students
- Review the PDF Letter for each student and then click acknowledge/submit receipt of Letter of Accommodation
- Allow approved accommodations to happen in your course (i.e., recording lectures, use of a computer to type notes, etc.)
- Contact SDRC if you have any questions regarding any accommodation ([sdrc@ucr.edu](mailto:sdrc@ucr.edu))
- Refer the student back to SDRC if they are requesting a disability-related accommodation that does not appear in the Letter of Accommodation

**What other email notices might I receive about accommodations and what action do I need to take?** You may receive other emails from [sdrc@ucr.edu](mailto:sdrc@ucr.edu) and/or [sdrc-exams@ucr.edu](mailto:sdrc-exams@ucr.edu) that require action such as:

- Emails about accommodations for tests, exams and/or finals
  - Students request exam accommodations via R'Ability at least 10 days prior to scheduled exam (14 days prior to final exams)
  - 9 days prior to exam – faculty receive an email **requesting confirmation of exam details in R'Ability**
  - 7 days prior to exam – faculty will receive a final email reminder to confirm exam details in R'Ability
    - 5 days prior to exam – the R'Ability exam confirmation portal closes
  - 2 days prior to exam – faculty receive an email **requesting to provide exam materials 1 day before exam** to [sdrc-exams@ucr.edu](mailto:sdrc-exams@ucr.edu) or to the SDRC/Academic Support Center at 1213 Student Service Building
- Emails requesting a note taker – you will receive an email, which contains a sample announcement to request a volunteer note taker. All you have to do is make the announcement to the class, that's it!

**What is the best way to refer student to the Student Disability Resource Center (SDRC)?**

- The best way to refer students is via email ([sdrc@ucr.edu](mailto:sdrc@ucr.edu)). A SDRC staff member will follow up with the student directly.

**Do you have a sample syllabi statement I could use?**

- Yes:  
 "UC Riverside is committed to providing equal access to learning opportunities to students with documented disabilities. To ensure access to this class, and your program, please contact the Student Disability Resource Center (SDRC) to engage in a confidential conversation about the process for requesting accommodations in the classroom. More information can be found on [sdrc.ucr.edu](http://sdrc.ucr.edu). If you are a student registered with the SDRC, please ensure you request your quarterly accommodations through [rability.ucr.edu](http://rability.ucr.edu)."