Student Disability Resource Center at 125 Costo Hall *next to Student Services Building*
Tel: (951) 827-3861; Fax (951) 827-4218 (M-F: 8am-5pm)
Web: http://SDRC.ucr.edu   Email: SDRC@ucr.edu

NEW STUDENTS to SDRC Checklist

Checklist for SDRC Registration and Accommodation(s) Approval

R'Ability Online System: Register, Request and Access Accommodations via https://rability.ucr.edu
Review ***Training materials on how to use R'ability*** at http://SDRC.ucr.edu

1. **Online Pre-Registration - Self-identify:** Go to the R'Ability Website at https://rability.ucr.edu, click on the **Student Portal**, log-on, select **Online Pre-Registration** option to:
   - ✓ Self-identify as a student with a disability,
   - ✓ Request registration with SDRC, and
   - ✓ Submit/upload available disability related documentation (including medical condition diagnosis) at **least (2) weeks prior** to the start of services being requested (documentation guidelines are available at www.sdrc.ucr.edu ; or by emailing sdrc@ucr.edu).

2. **Schedule INTAKE appointment after you <u>complete</u> the Online Pre-Registration:**
   - ✓ Call (951) 827-3861 or email sdrc@ucr.edu to schedule an INTAKE appointment with a Disability Specialist
   - ✓ SDRC staff will review documentation and determine if further information is needed
   - ✓ If Verification of Disability is not available, and you are inquiring about services, we do have INFORMATIONAL appointments available

3. **Attend INTAKE appointment to meet with a Disability Specialist** at the SDRC to discuss the accommodations or services you may be eligible to receive. Note: if your verification of disability/medical documentation verifying functional limitations has not been received by SDRC **48 hours prior** to your appointment, the Intake appointment may need to be rescheduled.

4. **Once accommodations and/or services are <u>APPROVED</u> by the Disability Specialist**:
   - ✓ Sign the Academic Accommodation Agreement form
   - ✓ Learn how to use your approved accommodations
   - ✓ Request Quarterly Accommodations via the R'Ability website
   - ✓ Send Faculty Accommodations Letters via the R'Ability website
   - ✓ Start using your approved accommodations

5. **Each Quarter submit <u>Quarterly Accommodations Request</u> via R'Ability website:**
   - ✓ Request accommodations by course every quarter
   - ✓ Request updates to accommodations
   - ✓ Request that Letter of Accommodation be sent to course faculty

6. **Follow up with a Disability Specialist for help** with questions on services available.

Questions? If you have any questions, concerns or problems during the quarter, please contact SDRC.
SDRC Services are FREE, PRIVATE, and available to all UCR registered students