**Steps to Access APPROVED Accommodations Each Quarter**

<table>
<thead>
<tr>
<th>SDRC Main Office</th>
<th>R'Ability</th>
<th>Academic Support Center (ASC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>125 Costo Hall</td>
<td>Rability.ucr.edu</td>
<td>M-F: 8am-5pm</td>
</tr>
<tr>
<td>Tel (951) 827-3861; Fax (951) 827-4218; E-mail: <a href="mailto:sdrc@ucr.edu">sdrc@ucr.edu</a></td>
<td></td>
<td><em>extended hours during finals</em></td>
</tr>
<tr>
<td>M-F: 8am-5pm</td>
<td>sdrcucr.edu</td>
<td>Tel: (951) 827-3028</td>
</tr>
<tr>
<td>Sdrc.ucr.edu</td>
<td></td>
<td>1213 Student Services Bldg</td>
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<tr>
<th>Disability Specialists</th>
<th>Adaptive Technology</th>
<th>Notify Faculty of Accommodations</th>
<th>ASL or CART Exams or Notesharing</th>
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<tr>
<td><em>Approval of Accommodations</em></td>
<td><em>Alternate Media</em></td>
<td><em>Quarterly Accommodations</em></td>
<td><em>Exams/Testing: <a href="mailto:sdrc-exams@ucr.edu">sdrc-exams@ucr.edu</a></em></td>
</tr>
<tr>
<td><em>Disability Management</em></td>
<td><em>AT Training</em></td>
<td><em>Request Class Notes</em></td>
<td><em>Note sharing: <a href="mailto:sdrc-notesharing@ucr.edu">sdrc-notesharing@ucr.edu</a></em></td>
</tr>
<tr>
<td><em>Request updates/new accommodations</em></td>
<td></td>
<td><em>Schedule Exams with accommodation</em></td>
<td><em>ASL or CART Services: <a href="mailto:sdrc-asl-cart@ucr.edu">sdrc-asl-cart@ucr.edu</a></em></td>
</tr>
</tbody>
</table>

sdrc@ucr.edu  sdrc-at@ucr.edu

*Note: Training materials on how to use R'ability are available at sdrc.ucr.edu*

1. **Notifying Instructors of Approved Accommodations via R'Ability (rability.ucr.edu)**
   a. Go to R'Ability (rability.ucr.edu), click on “Students with Disabilities”
   b. Click “Request Quarterly Accommodations” on the main menu, select accommodations, and submit. This notifies your faculty of your approved accommodations directly via a Letter of Accommodation.
   b. To view your letters, you can access them by clicking “Letters of Accommodations” on the main menu.

2. **Scheduling Test/Exam/Final with accommodations via R'Ability:**
   a. Go to rability.ucr.edu, click “Student Portal”, select Test or Final Exam
   b. **ALL** requests must be completed at least 10 days before scheduled exams, and at least 14 days before FINAL EXAMS
   c. Please make sure exam times/dates match the class exam time/dates.
   d. Look at “View Your Calendar” for confirmation of upcoming exam appointments.
   e. If you have any questions regarding test-taking arrangements, contact sdrc-exams@ucr.edu

3. **Request Note Taker Via R'Ability**
   a. Click on “Access Course Notes” on the main page and request a note taker for each course.
   b. When a notetaker is identified, you will receive an email. You may Access Course Notes in R'Ability
   c. If you are not receiving notes or are having difficulty with notes, please contact sdrc-notesharing@ucr.edu

4. **Request Other Approved Accommodations:**
   a. **Adaptive Furniture Placement:** Click on the link to complete the request: Adaptive Furniture Request Form
      For questions, please contact: sdrc-mobility@ucr.edu
   b. **Alternate Media/E-Text/Adaptive Technology requests:** sdrc-at@ucr.edu
   c. **FM System Setup** (ensure email has location, class schedule, time, days of class meetings): Multimedia@ucr.edu
   d. **On-Campus Transport:** [http://parking.ucr.edu/mobility/](http://parking.ucr.edu/mobility/)
   e. **Food Accommodations:** [http://dining.ucr.edu/resources/nutrition.html](http://dining.ucr.edu/resources/nutrition.html) and nutritionist@ucr.edu
   f. **Medical Parking, Housing, or other type of accommodations:** contact sdrc@ucr.edu for guidance

If you have any questions, concerns or problems during the quarter, please contact SDRC for an appointment.

*SDRC Services are available to all UCR registered students free of charge*

*if approved*