

SDRC Main Office

(951) 827-3861 (M-F: 8am-5pm)
Web: <http://sdruc.ucr.edu> Email: sdruc@ucr.edu
*Approval of Accommodations/Questions

SDRC Testing Center

Phone: (951) 827-3028, (M-F: 8am-5pm)
*Exam accommodations: sdruc-exams@ucr.edu
*Note sharing accommodations: sdruc-notesharing@ucr.edu

Faculty Guide to Student Disability-Related Accommodations

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

[Click here for the R'Ability User Guide](#)

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 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. For legal reasons, please redirect the student and their documentation to [SDRC](#).

What do I do when I receive an email from SDRC (sdruc@ucr.edu) about viewing a *Letter of Accommodation*?

- Go to the [R'Ability Faculty Portal](#), select your course to find the list of students.
- Review the *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, type notes, etc.).
- Contact SDRC if you have any questions regarding any accommodation at sdruc@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 sdruc@ucr.edu and/or sdruc-exams@ucr.edu that require actions 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 quiz or exam (14 days prior to final exams)
 - 9 days prior to exam – faculty receive an email **requesting quiz/exam information in [R'Ability](#). Reminder emails will continue to go out until the requested information is submitted (For quizzes/exams that require SDRC intervention or are proctored at the Testing Center in-person, the information is required at least 3 days prior to the quiz/exam date to avoid delays.)**
 - 2 days prior to exam – faculty receive a final **list of students needing quiz/exam accommodations.**
 - Online exams that require only “extended time” will be proctored by faculty through the chosen online platform. These exams still need to be confirmed with SDRC to ensure students are receiving their accommodation. If you need assistance with proctoring “extended time” in CANVAS/eLearn, Zoom, etc., instructions to change the timer are available here for [Canvas](#). For additional instructional support, visit [XCITE Center For Teaching and Learning](#). Please Contact SDRC for questions re: other accommodations.
- 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 a student to the Student Disability Resource Center (SDRC)?

- Email the sdruc@ucr.edu with the student name and email. An 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 for 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 courses, classrooms, labs, etc. Information is available at sdruc.ucr.edu. If you are registered with the SDRC, please ensure you send your accommodation letters sent to faculty through rability.ucr.edu each quarter/term.”