

Steps for a Successful Transition to UC San Diego for Students with Disabilities

1. Once you have “Accepted your Offer,” you need to call the Office for Students with Disabilities (OSD) at 858.534.4382 and schedule an in-person or telephone intake appointment.
2. Then, visit the OSD website at <https://osd.ucsd.edu> and download the Intake and Consent forms located under “Students” and then select “Forms and Guidelines.” Complete the Intake and Consent Forms and fax them to the OSD at 858.534.4650 or email them to osd@ucsd.edu. Please submit the Intake and Consent forms **before** your intake appointment.
3. The OSD strongly recommends that you submit previous documentation to the OSD prior to your appointment. *However, even if you have not yet submitted all documentation, please keep your appointment with us!*
 - a) For FRESHMAN:** Contact your current or previous high school and have them fax any documentation and/or a copy of your Individual Education Plan (IEP) or 504 plan to the OSD. Please also submit any accommodation letters from national testing boards, such as SAT, AP, ACT, etc.
 - b) For TRANSFERS:** Contact your current or previous college or university and have them fax any documentation and/or a copy of a recent accommodation letter to the OSD. Please also submit any accommodation letters from national testing boards, such as SAT, AP, ACT, etc. If you had an IEP or 504 plan in K-12, forward those documents to us. Keep in mind that priority registration is not an “automatic” accommodation for students registered with the OSD as it is at some community colleges. Priority registration may be considered as an accommodation to mitigate certain current functional limitations.
 - c) For GRADUATE STUDENTS:** Contact your current or previous college or university and have them fax any documentation and/or a copy of a recent accommodation letter to the OSD. Please also submit any accommodation letters from national testing boards, such as SAT, AP, ACT, GRE, GMAT, LSAT, MCAT, etc.
4. Keep in mind that, even if there are gaps in your documentation or if you have not received any accommodations previously, the OSD will work with you to consider provisional accommodations for your first quarter at UC San Diego. We will work with you in gathering needed documentation to determine accommodations.
5. Once you have completed the intake appointment and your documentation has been received, all information will be reviewed by the OSD. This process may take up to 10 University business days.
6. After the OSD has completed our review process and you have registered for classes, you will need to contact your OSD Disability Specialist to initiate the accommodations process for the quarter. **Accommodations MUST be requested AND accommodation letters MUST be obtained every quarter.** Your Specialist will let you know if you will need to provide any updates to your documentation.
7. If you are requesting housing/dining accommodations, you must meet ALL housing/dining deadlines, such as choosing a roommate and submitting prepayment.
8. Make arrangements to obtain the UC Student Health Insurance Plan (SHIP) unless you are otherwise covered. Keep in mind that SHIP will pay 80% for a new or updated psycho-educational assessment should you need this.
9. Remember that UC San Diego is on a fast paced, quarter system (10 weeks) and you may find yourself in classrooms of a much larger size. These environmental changes may impact you in ways that you have not experienced before so you need to let us know **immediately** when you run into challenges.
10. The OSD offers weekly or bi-monthly check-ins to help keep you on track and to assist you as you transition to UC San Diego. Speak with your Disability Specialist for more details and to schedule these appointments. Not only can we address your concerns more quickly, but regular check-ins give us an opportunity to get to know YOU!