

# Laptop Loan Request

The Office for Students with Disabilities (OSD) can loan laptops with no internet connectivity to academic departments on a first come, first serve basis. You may request a laptop for a student with a disability who has received and presented you with an AFA letter. Please complete all fields below and submit your request by clicking the box below.

Student Name:	
PID:	
Course:	
Pick up Date & Time:	
Name of Pick up Person:	
Drop off Date & Time:	

**Notify [osdlaptoploans@ucsd.edu](mailto:osdlaptoploans@ucsd.edu) ASAP if you need to cancel, change or extend a reservation. We will do our best to accommodate any changes.**

The pick-up and return of laptops is the responsibility of the academic department representatives at their discretion. Authorized academic representatives include: Instructors, Instructional Assistants, Academic Department Liaisons, or Academic Department student staff employees. **The OSD student taking the exam CANNOT pick-up or return the laptop.**

Once your reservation has been confirmed, laptops may be picked up and returned:

Monday-Thursday 8:00 am - 11:30 am  
1:00 pm - 3:15 pm

Friday 8:00 am - 11:30 am  
1:00 pm - 2:00 pm

Other times may be arranged in advance but are limited to office hours Monday - Friday  
8:00 am - 4:30 pm.

Laptops must be returned on the same day of the exam or, for exams ending after office hours, the following morning by 9am.