



Registration Steps for New Students

Students have the responsibility to contact Student Accessibility services (SAS) and specifically request to become registered with our office. This will entail a four step process outlined below:

Step 1 - Submit Documentation of Disability

Students will be required to submit an Accommodation Request Form to begin the process of receiving accommodations at UC Merced. Students can access the Accommodation Request Form at the link provided.

Accommodation Request Form: https://ucmerced-accommodate.symplcity.com/public_accommodation/

This link will take students to a form where students will be asked a couple of questions regarding accommodations as well as how their diagnosis affects them as a student. Students will then need to attach supporting documentation for their disability.

A student with a disability who is seeking academic accommodations is required to provide documentation which supports that the disability poses a substantial academic functional limitation. The purpose of documentation is to verify that it meets the definition of disability under the Americans with Disabilities Act (ADA) of 1990 and section 504 of the Rehabilitation Act of 1973 which requires academic accommodations to equally access post-secondary university academic learning environments and campus programs.

Documentation of disability should be recent (preferably within the last 3 years) and provide enough information to assist Disability Services in determining reasonable academic accommodations. All documentation of disability submitted to Disability Services must include:

- Clinicians name, license number, business phone number and business address;
- A summary of all instruments and procedure(s) including date(s) of examination;
- History summary of educational, medical, family histories and behavioral observations;
- Diagnosis including a clear statement of DSM-IV on all 5 Axis (if applicable);
- Interpretive summary of evaluation results including all standardized scores;
- Statement of specific functional limitations relating to academic performance
- Recommendations for specific academic adjustments supported by rationale; and 8.
- All documentation of disability reports should be on letterhead, typed, dated, signed and otherwise legible

For documentation of disability guidelines that are disability specific, please review the documentation of disability guidelines and forms on the SAS website located at <https://access.ucmerced.edu> or by contacting SAS directly.

University of California, Merced – Student Accessibility Services

Mailing Address: 5200 N Lake Rd, Merced, CA 95341

Email: access@ucmerced.edu

Phone Number: (209)-228-6996

Office Location: ACS-140 Cubicle 128



Step 2 - Schedule Appointment with Program Director

Once the Accommodation Request Form is submitted by the student, students will receive an email from access@ucmerced.edu within 3-5 business days.

Included in the email will be a request from SAS asking for the students availability over the following 2 weeks. This will be needed by SAS to be able to schedule a meeting (zoom or in person) with the program Director. A meeting is necessary with the program Director to have accommodations at UC Merced.

Step 3 - Meeting with Program Director

On the day of the meeting, students will be required to bring any other supporting documentation which was not originally uploaded with them to the meeting (not applicable if all supporting documentation was already uploaded on the request form).

During the meeting, students will be asked questions in regards to their disabilities as well as what accommodations can be offered to each student (This will vary depending on each student's situation). If any other documentation is needed, students will be informed by the Director during this meeting.

After the meeting, students will be asked to schedule another meeting with the front desk staff to conduct a MyAccess walkthrough.

Step 4 - MyAccess Walkthrough

Front desk staff will guide students to the MyAccess website and will go over all the information on the website with students. The link is provided below:

MyAccess Website: [Student Portal](#)

During the MyAccess Walkthrough, students will conduct a semester request, which is a necessary step in ensuring that all accommodations are active for the upcoming semester.

A step by step guide on everything that students can do on MyAccess is provided at the link below.

MyAccess Walkthrough guide: [MyAccess Walkthrough](#)

During the MyAccess walkthrough, students will be asked to activate their accommodations for the semester with the following steps:



- Students will be asked to go to the Semester request tab. Once in the Semester Request tab, You will select Add New. From here, in the empty cell titled Semester, you will select the current Semester. Once the correct semester is clicked, the right column will contain a list of all your current enrolled classes. It is important to make sure all the courses you are enrolled in for that semester are present. Once this is confirmed, press Submit for All Accommodations at the top of the page.
- If one of the courses which you are enrolled in is missing from the course list, you will need to notify the front desk staff.
If you do not wish to send your Accommodations to all your professors please select Review the Renewal scroll down and unselect the class you wish not to send it to for each of your approved accommodations, then press Submit.

Once the accommodations are approved by the director, students will need to navigate to the Accommodation Letters tab. This tab will contain all previous and current signed letters that both you and your professors have signed to acknowledge your active accommodations for the class.

If the letters have not been signed, you can find the sign box at the bottom of the page.

Letters will need to be signed for the accommodations to be active for each semester.

PLEASE NOTE: The faculty notification letter is considered a confidential student record under the Family Educational Rights and Privacy Act (FERPA). *The student is under **no obligation** to disclose his or her disability.*

If you have any questions regarding the registration process or require any further information, SAS can be contacted at the information displayed at the bottom of the page.