How To Register

Students seeking accommodations or support services at UCSF are required to register with Student Disability Services (SDS). The general registration process is as follows. A detailed description of the process for housing accommodations can be found on the UCSF Housing website.[1]

1. **Contact SDS**
   Current and prospective students should call 415/476-6595 or email SDS [2] to schedule an intake appointment with the assigned SDS provider. Appointments can take place via phone, Skype or in person.

2. **Provide documentation of your disability**
   You are encouraged to send your disability documentation to SDS in advance of your intake appointment, but you can also bring documentation with you to the appointment.

   You are encouraged to provide whatever documentation you have for evaluation. Guidance will be provided regarding the extent and type of documentation needed after your intake appointment.

   SDS has also developed several Verification Forms [3] to assist students with physical disabilities or chronic health conditions, psychological disabilities and AD/HD to request the necessary documentation from their treatment providers.

   Students who do not have documentation of their condition, and/or who believe they have an undiagnosed condition, should contact SDS to discuss their circumstances further.

3. **Make a formal request for accommodations**
   Complete the request for accommodation via our website module [4]. We will ask you to provide information about your disability, history of accommodations, and make requests for specific accommodations.

   You are encouraged to complete the module in advance of your intake appointment, but you can complete it during or after the meeting.

4. **Determine eligibility and accommodations**
   Your assigned SDS provider will review your request for accommodations, taking into consideration the information provided during the intake meeting, your disability documentation, and the requirements of your academic program to determine your
eligibility for services and, if appropriate, recommend specific accommodations.

5. **Orientation Session**
   If you are found eligible for accommodations, you are required to meet with your SDS provider for an Orientation Session to review the policies and procedures regarding the provision of accommodations at UCSF, and in your school or program.

6. **Accessing recommended accommodations**
   SDS has established procedures for the implementation of accommodations [5] for eligible students with each school or program. Information on the process for your school/program will be provided during the orientation session.

   */

UCSF Main Site

© 2015 The Regents of the University of California

**Source URL:** [https://sds.ucsf.edu/howtoregister](https://sds.ucsf.edu/howtoregister)

**Links:**
[1] [http://www.campuslifeservices.ucsf.edu/housing/services/resources/accessible_housing](http://www.campuslifeservices.ucsf.edu/housing/services/resources/accessible_housing)
[2] mailto:StudentDisability@ucsf.edu?subject=Schedule%20an%20appointment
[3] [https://sds.ucsf.edu/forms](https://sds.ucsf.edu/forms)
[4] [https://clockwork.ucsf.edu/SDS/custom/misc/home.aspx](https://clockwork.ucsf.edu/SDS/custom/misc/home.aspx)
[5] [https://sds.ucsf.edu/registeredstudents](https://sds.ucsf.edu/registeredstudents)