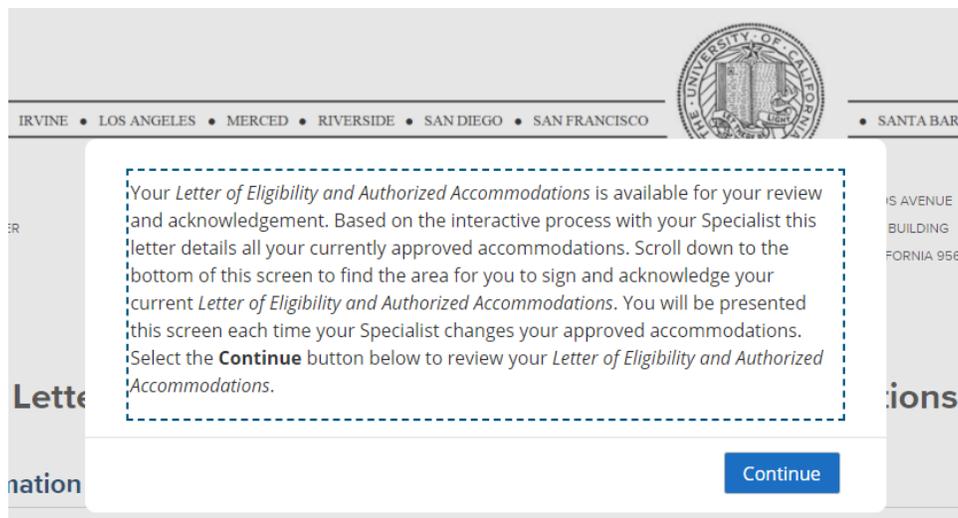


When moving from our old system to My SDC Online every effort was made to accurately transfer your information. This includes your current accommodations. We want to make sure this was correctly done for every one of SDC's student clients. When you login to My SDC Online the first time you will be presented your *Letter of Eligibility and Authorized Accommodations*. We encourage you to inspect it for accuracy. If an accommodation you were expecting is not listed contact your Specialist and they will quickly resolve the situation with you.

After logging in to My SDC Online you will be presented a pop-up box announcing that you are about to inspect your *Letter of Eligibility and Authorized Accommodations*. Select the **Continue** button to proceed.



You can scroll down the letter and review your accommodations.

## Authorized Accommodations

### Classroom Accommodation

**Adaptive Furniture** : Chair

Adaptive Furniture and/or Equipment - Chair, desk, lab seating, podium, and/or other adaptive furniture to be placed by SDC. Please assist us to monitor that furniture/equipment is in place for each class session and report missing items to the SDC (530-752-3184).

**Classroom Breaks as Needed**

Student may take frequent/multiple breaks as needed up to 10 minutes/hour.

**Sit and Stand**

May sit and stand as needed during lectures and discussions and exams

### Exam Accommodation

**Exam Break Time** : 10 Minutes

Student may take Breaks as needed during all in-class and online exams: The number of minutes per hour are shown above. All Break time to be added to Exam time.

**Sit and Stand**

May sit and stand as needed during lectures and discussions and exams

Scroll to the bottom of the document to find a place you can sign the letter.

### Authorized Accommodations and Confidentiality of SDC Records

The accommodation process is a shared responsibility of the student, instructor, academic department, and Student Disability Center (SDC).

- I understand that I must request accommodation and services for each course by submitting a Letter of Accommodation through the SDC database system as early as possible each quarter
- **The SDC strongly recommends that the student and instructor (or appropriate program contact) communicate, and agree upon, exam accommodation logistics at least one week before each exam and confirm the details by email**
- Should I have difficulty accessing my accommodations, I will contact my SDC Specialist immediately to report the problem and seek resolution
- I will contact my Disability Specialist If I need a change in accommodations and understand additional documentation may be required

SDC student records are confidential educational records protected by University policy and the Federal Family Educational Rights and Privacy Act of 1974 (FERPA). SDC records may be shared, on a need to know basis, with UC Davis officials who have legitimate educational interest in the information in order to provide a service to the student and for other specified reasons. SDC will not release or disclose information to non-University individuals or officials without a "Release of Information" form signed by me.

By signing below, I acknowledge that I have met with an SDC Specialist and have read this information.

**Student Signature \***

Eddy Eagle

**SDC Specialist**                      **Date**

Specialist Test                      12/06/2020

**Submit**

To sign your *Letter of Eligibility and Authorized Accommodations*, type your name into the required **Student Signature** text box and select the **Submit** button. You will be presented a new *Letter of Eligibility and Authorized Accommodations* to sign each time your Specialist changes your approved accommodations, your announced disability, or your eligibility date.

Moving forward you can always access your current *Letter of Eligibility and Authorized Accommodations* by accessing the drop down menu available when you click on your name in the upper right corner of My SDC Online.

