



## A Guide to Services for Students with Disabilities

Office of Disability Services  
Student Services Department  
1145 Gayley Avenue, 2<sup>nd</sup> Floor  
Los Angeles CA 90024

(310) 794-4162  
[ods@uclaextension.edu](mailto:ods@uclaextension.edu)

### WELCOME

UCLA Extension's Office of Disability Services (ODS) is committed to providing equal access to all academic programs and co-curricular activities for qualified students living with permanent or temporary disabilities and empowering students to realize their academic and personal potential.

This brochure contains information about how to enroll, how and when to request services, and how accommodations are defined. Should you have any questions or suggestions, please call us at (310) 794- 4162. Our office is open from 8:00am to 5:00pm, Monday through Friday. Voice messages left after hours will be answered the following business day.

### APPLICATION

To apply for disability-related accommodations, please visit the ODS website <https://www.uclaextension.edu/enrollment-and-support/accessibility-and-disability-services> and follow the application instructions. Applications will not be considered complete unless accompanied by current medical documentation (current within three years) OR the Verification of Disability Form.

**Please apply at least three (3) weeks prior to the beginning of the first quarter you plan to attend.** The application review process can take up to two weeks, and we cannot guarantee timely services to students who apply late. Once you are approved, your accommodations are permanent and there is no need to re-apply. However, we ask that you notify ODS before each quarter you plan on taking classes so we may notify your instructors in a timely manner.

Once your file has been reviewed, a member of ODS will contact you to set up an intake appointment. ODS students may also schedule up to three consultations per quarter through [You Can Book Me](#).

### VERIFICATION OF DISABILITY

UCLA Extension provides appropriate support

services to students with qualifying and documented disabilities in accord with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act of 2008. Accommodations vary and are specially designed to meet the disability-related needs of each student based on current (not more than 3 years old), verifiable medical documentation.

In addition to a diagnosis, we request that physicians indicate the expected duration of a disability (if temporary), along with any recommendations and/or suggestions for appropriate academic adjustments.

Medical documentation is reviewed by ODS staff, in conjunction with licensed professionals at UCLA's Center for Accessible Education (CAE).

### COURSE REGISTRATION

The UCLA Extension Catalog is available to the public approximately 5 to 6 weeks before the beginning of each quarter. Enrollments are accepted as soon as the catalog appears on the web at [www.uclaextension.edu/catalog](http://www.uclaextension.edu/catalog). Please familiarize yourself with any enrollment limits and/or deadlines associated with the course you wish to enroll in.

Enrollment is on a first-come, first-served basis. You are enrolled only after the registration fee has been paid. *Service providers are assigned only to registered students.*

### ACCOMMODATIONS AND SERVICES

- **Services:** Sign language interpreters, notetaking services, real-time captionists, and certain types of Assistive Listening Devices may be assigned for hearing impaired students. Notetaking services or transcriptionists may be appropriate for students with learning, physical or communications disabilities. All services are provided free of charge, upon approval.

Special note:  
*Sign language interpreting may be supplemented with notetaking services. However, sign language interpreting will not be supplemented with real-time captioning; students may be provided with one or the other.*

- **You may request a preferred provider.** Special requests should be submitted as early as possible. Every effort will be made to accommodate such requests. Arrangements are to be made through ODS. *Any arrangements made outside of ODS or with the interpreter directly will not be honored.* The University will not pay a person hired by you.
- **Arrive on time to class and exams.** The service providers will wait for *20 minutes* after the class begins. If you have not arrived by then or have made no contact with ODS, the providers are under instruction to leave. Call us as soon as possible if you know you cannot attend any given class meeting or exam.
- **If you miss a class meeting** with no notification to ODS, services may be interrupted and will not be resumed until you contact us. Service providers are compensated whether or not you attend, and may be re-assigned in the event of student default.
- **If the service provider does not appear** at the scheduled time, contact ODS the next day.
- **Should the class location or time change,** it is your responsibility to notify us in advance.

Many factors are considered when assigning professional staff, and the effort requires considerable time. The more time we have to work with your requests, the better our service can be. We suggest at least two weeks' notice for us to arrange and fulfill your needs. Later requests will be honored, but preferred services cannot be guaranteed.

If a conflict arises between you and the service provider, or there are issues that have not received due consideration, please inform ODS as soon as possible.

## STUDENTS WITH LEARNING DISABILITIES

Students who are diagnosed with a learning disability

are asked to forward documentation to the Coordinator, along with a request for the services believed to be appropriate. Upon receipt, the documentation will be reviewed and the student will be approved for the most appropriate resources. Student preferences contribute to the decision, but are not guaranteed.

Acceptable types of documentation are listed in "Practices for the Documentation and Accommodation of Learning Disabilities – Revised" at: [www.cae.ucla.edu/students/documentation-guidelines](http://www.cae.ucla.edu/students/documentation-guidelines)

A Student claiming Attention-Deficit Disorder or Attention-Deficit / Hyperactivity Disorder must ask their physician to complete additional documentation. More information is available in "Practices for the Documentation and Accommodation of Students with Learning Disorders" at: <https://www.cae.ucla.edu/documentation-guidelines/learning-disorders>

Along with test scores or data, a written summary or evaluation must be included in the diagnostic report. Individual learning or processing differences do not, by themselves, constitute a learning disability.

## NOTETAKING SERVICES

UCLA Extension usually employs paid digital transcription services. However, if you know of an enrolled student who is willing to provide handwritten notes and whom you believe to be competent and reliable, we will attempt to secure that student's voluntary services. Notify the Coordinator as quickly as possible in this case.

For UCLA regular session courses in which Extension students have enrolled "concurrently," students make arrangements for notetaking services directly with the Center for Accessible Education on campus.

## TEST PROCTORING

FOR EXTENSION COURSES:

Extended time live (synchronous) examinations for Extension courses are usually administered at the

UCLA Extension Gayley center or online via Zoom during remote learning periods. Instructors may also opt to stay longer in the classroom to give the extra time needed, or they may schedule an alternative time and place for the examination directly with the student. This may include arranging for a third party proctoring service after hours.

We require at least one week's notice to make the proper arrangements. Advance notice gives us time to secure a copy of the exam, and to confirm arrangements for a testing room. Without advance notice, we cannot guarantee that accommodations for any particular test can be provided.

## FOR CONCURRENT COURSES:

Exams for regular session (concurrent) courses are proctored by UCLA's CAE. Students wishing to enroll concurrently are encouraged to call us for additional information and deadlines. Under no circumstances will a final examination of a regular UCLA course be proctored by any office other than CAE. It is imperative that students enrolled concurrently contact that office in a timely fashion to make the proper arrangements. CAE's proctoring coordinator is located in A255 Murphy Hall, (310) 267-2006.

*The contents of this brochure were correct at the time of its publication, and are subject to change without notice - October 2022.*

*The University of California does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities.*