

Requesting Accommodations

DRC Online



UNC

Requesting Accommodations

Log In

- Log in to DRC online through our website <https://go.unco.edu/drc>

Choose which classes

- Please click the box next to all courses you would like to request accommodations
- Click to customize

The screenshot shows the Disability Resource Center website. The header includes a navigation menu with links: Home, About Us, Students, Accommodations, Faculty & Staff Resources, and Additional Resources. Below the header, there's a breadcrumb trail: UNC > Disability Resource Center.

Disability Resource Center

The Disability Resource Center (DRC) Office collaborates with the University in its commitment to recognize disability as a valued aspect of diversity and to embrace access to the University of Northern Colorado community as a matter of equity and inclusion. The office provides the University with resources, education, and direct services to design a more welcoming and inclusive environment.

Our Services

The Disability Resource Center (DRC) offers many services to students and faculty. Meetings are a collaborative process with the student and **DRC staff** to determine appropriate accommodations for each semester. Some accommodations that DRC may offer include:

- Sign Language Interpreting Services
- Adaptive Technology
 - Braille, Screen Readers, Enlarged Print
 - Books in Audio or Alternate Format
- Notetaking
- Captioning
- Testing Accommodations
- Other Accommodations

On the right side, there are four login buttons: GETTING STARTED WITH THE DRC, DRC STUDENT LOGIN, INSTRUCTOR LOGIN, and DRC NOTETAKER LOGIN.

Select Accommodations for Your Class

Important Note

1. Course may take **up to 48 hours** to display in the system after you have registered for your courses. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Disability Support Services.
2. Your courses might not display below if you are part of the course waiting list.
3. If you are **unable to select the checkbox** from the list of courses below, that means you have submitted your request for accommodation for that course.
4. If you wish to **modify your accommodation request** (change, cancel a request) scroll down until your course is displayed and select either modify request or cancel request.

Step 1: Select Class(es)

- ☐ Fall 2018 - ART 177.003 - CREATIVE PHOTOGRAPHY (CRN: 12219)
- ☒ Fall 2018 - BAFN 302.007 - ESSENTIALS OF BUSINESS FINANCE (CRN: 11508)
- ☐ Fall 2018 - JMS 490.001 - TELEVISION CRITICISM (CRN: 12516)
- ☐ Fall 2018 - JMS 497.001 - MEDIA LAW (CRN: 12517)

Agreement to request accommodation language.

Step 2 - Continue to Customize Your Accommodations

Requesting Accommodations

Select Accommodations

- Select only the accommodations you intend to use for each course
- Click “Submit your Accommodation Requests”

Viewing Your Request

- After you have submitted the request, it will appear on your dashboard
- From this screen you will be able to both modify your request or view a complete history of your request

The screenshot shows the 'My Dashboard' overview for a user. The top navigation bar includes 'My Dashboard' and 'Overview'. The left sidebar has links for 'Login as User Feature', 'SMS (Text Messaging)', 'Home', and 'My Accommodations'. The main content area is titled 'OVERVIEW' and shows the 'Final Step: Select Accommodation(s) for Each Class'. It lists a class: 'BAFN 302.007 - Essentials Of Business Finance (CRN: 11508)' with instructor 'Joseph French' and time 'MWF at 01:25 PM - 02:15 PM'. Below this, there is a section for 'Select Accommodation(s) for BAFN 302.007' with a checkbox for 'Alternative Testing' selected. At the bottom, there are buttons for 'Submit Your Accommodation Requests' and 'Back to Overview'.

The screenshot shows the 'LIST ACCOMMODATIONS FOR FALL 2018' page. It includes a search bar with 'Search All' and a 'Refine Search' button. The page is divided into 'Previous Term' and 'Next Term' sections. The current term is 'Fall 2018'. A table lists the class 'BAFN 302.007 - Essentials Of Business Finance (CRN: 11508)' with links for 'Modify Request' and 'Cancel Request' circled in blue. Below the table, there is a section for 'Request Status' showing a green checkmark and 'Approved' status. It also includes a 'Notification Letter' section with status 'Scheduled' and last updated date '08/14/2018 at 11:58 AM'. At the bottom, there is a section for 'List Accommodation(s) Selected for BAFN 302.007' with 'Alternative Testing' selected, and a button for 'View Complete Request History'.

Requesting Accommodations

Generating a PDF

- To print a PDF version, select the course and click “Generate PDF”
- Your accommodation letter will appear in your downloads

Home » My Dashboard » Overview

Login as User Feature

[Back to My Profile](#)

SMS (Text Messaging)

Status: **In-Active**

[Update Preference](#)

Home

- > My Dashboard
- > My Profile
- > SMS (Text Messaging)
- > **Mobile Access**
- > Equipment Checked Out
- > Request New Accommodations
- > My Mailbox (Sent E-Mails)

My Accommodations

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > My E-Form Agreements
- > My Signup List

Any questions or concerns? Use the following contact information:
Phone: (970) 351 - 2289
[Send an Email](#)

OVERVIEW

PRINTING FACULTY NOTIFICATION LETTER IN PDF

Note: It may take up to **10 seconds** to generate each PDF file.

Important Note: Your notification letter will be listed below if we have sent them to your faculty. Please contact our office if you have any questions or concerns.

Select Class: **[2018 - Fall] - BAFN 302.007 - Essentials of Business Finance** [Generate PDF](#)

[Back to Previous Page](#)

Request History for BAFN 302.007 - Essentials of Business Finance

List of Activities (Sort by Oldest Event):

- Tuesday, August 14, 2018 at 11:58:22 AM by **Tyler Anderson**
 - Request was first entered.
 - Accommodation Request was set to **Active**.
 - Accommodation Request was set to **Approved**.
 - Notification Letter was set to **Scheduled**.
 - Accommodation **Added: Alternative Testing**.
- Tuesday, August 14, 2018 at 12:03:38 PM by **Tyler Anderson**
 - Notification Letter was set to **Not Scheduled**.
 - Notification Letter was **Emailed** to instructor(s).

Questions? Contact Us!

Please contact our office if you have any questions or concerns.

Disability Support Services
DisabilitySupport@unco.edu
Phone: 970-351-2289
Fax: 970-351-4166
VP D(0)ea/HOH: 970-373-5303

DSSAccommFacult....pdf



Please reach out with any questions or concerns.
drc@unco.edu · 970-351-2289

Disability Resource Center
DRC Online Training Materials
Updated 9/25/2019



UNIVERSITY OF
**NORTHERN
COLORADO**