

Disability Resource Center

# Requesting Accommodations

- Log into DRC Online on the DRC website: go.Unco.edu/drc
- Locate the box titled "Select Accommodations for Your Class" on your dashboard

#### My Dashboard

Home >> My Dashboard >> Overview

#### Login as User Feature

Back to My Profile

#### SMS (Text Messaging)

Status: In-Active

Update Preference

#### ¥ Home

- > Mv 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



#### IMPORTANT MESSAGE(S)

Please read the following message(s) regarding your account:

Your To Do List:

#### No Accommodation Requests Found

You have not submitted any accommodation requests for the current term. Please remember to request any accommodations needed for your classes in a timely manner.

If you have any questions, please contact our office.

Disability Support Services DisabilitySupport@unco.edu Phone: 970-351-2289

Fax: 970-351-4166

VP D(d)eaf/HOH: 970-373-5303

Michener L-80 Campus Box 139

#### Select Accommodations for Your Class

#### Important Note

- Course may take <u>up to 48 hours</u> 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.
- 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.
- 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 2010 DAEN 202 007 FCCENTIALS OF DUSTNESS STMANGE (CDM: 11500)

- Select the course(s) in which you would like to request accommodations
- Click "Continue to Customize Your Accommodations"

#### Select Accommodations for Your Class

#### **Important Note**

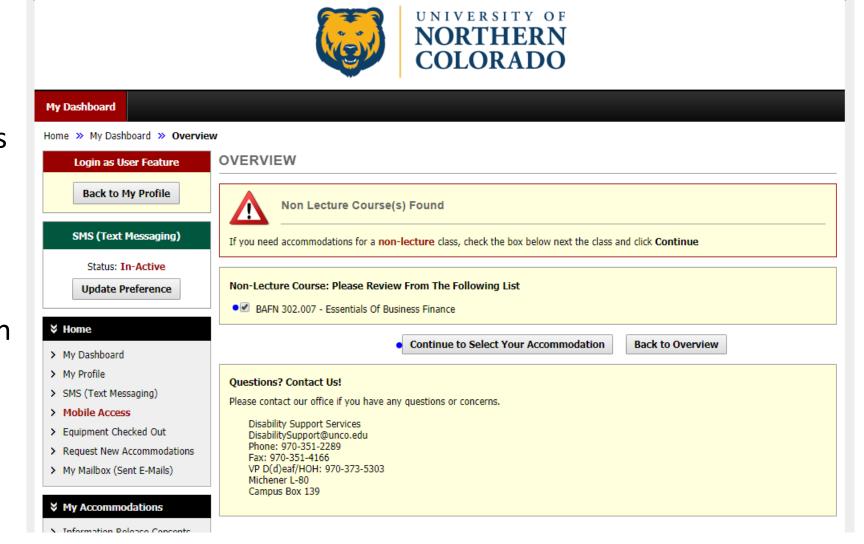
- Course may take <u>up to 48 hours</u> to display in the system after you have registered for your courses. If you do not see one or more of your courses in the list below 48 hours after registering, please contact Disability Support Services.
- 2. Your courses might not display below if you are part of the course waiting list.
- 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.
- 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.



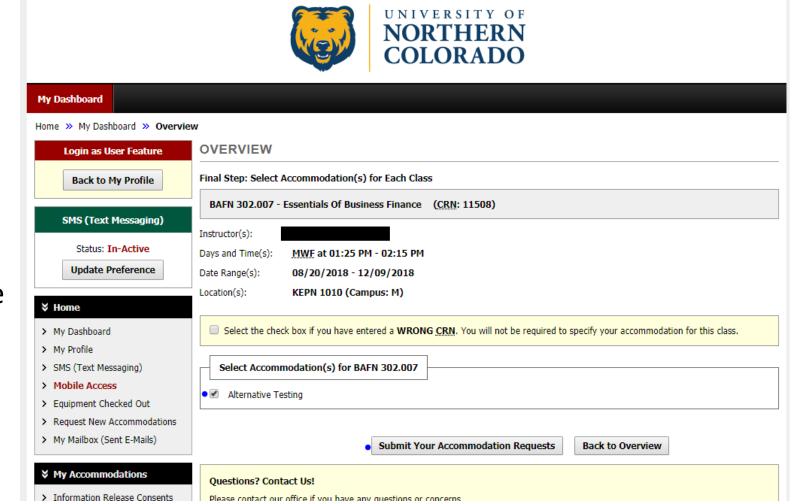
Agreement to request accommodation language.

Step 2 - Continue to Customize Your Accommodations

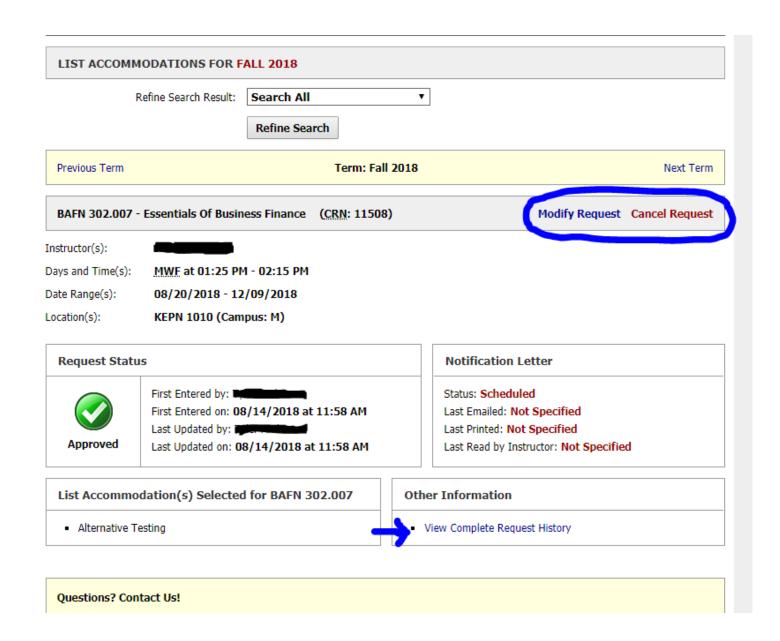
- If you have selected a course that is recognized as a non-lecture course, you will receive the shown message.
- If you would still like to request accommodations in this course, please check the box next to the course name, and click "Continue to Select Your Accommodation"



- Select only the accommodations you intend to use for this course
- If there are accommodations you have been approved for that you do not intend to use in this course please leave them unchecked
- Click "Submit Your Accommodation Requests"

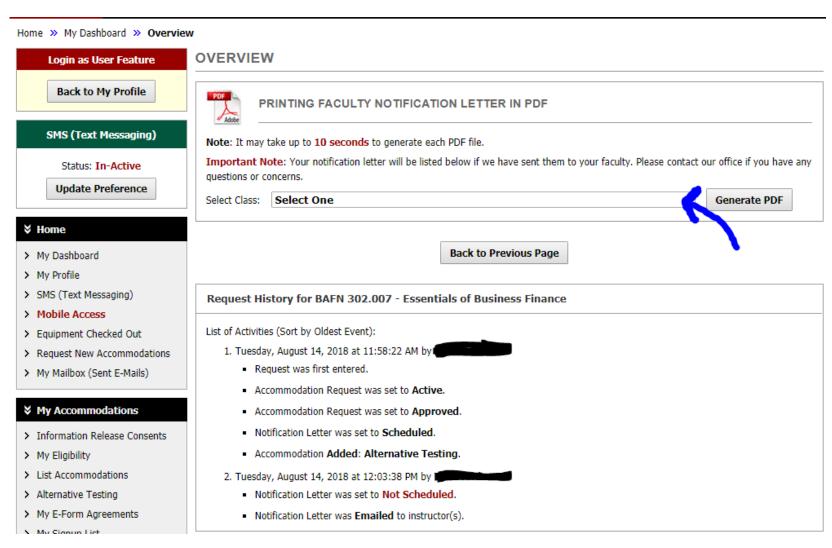


- After you have submitted the request, it will appear on your dashboard
- From this screen you will be able to both modify your request or view a complete history of the request



### Viewing Request History

- From this screen you will be able to see when the request was submitted, as well as when the request was approved, and when the notification letter was emailed to your instructor.
- You are also able to select a course and view a pdf version of the notification letter.
  - This PDF version can be used if you would like to hand your professor a paper copy, or have one for your own records.



### PDF version

- To print a PDF version, select the course and click "Generate PDF"
- Your notification letter will appear in your downloads.

