



UNIVERSITY OF
NORTHERN COLORADO

Disability Resource Center

Requesting Accommodations

Step 1

- 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

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Status: **In-Active**
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 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

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** - BAEN 202.002 - ESSENTIALS OF BUSINESS FINANCE (CRN: 11508)

Step 2

- 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

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.
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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

Step 3

- 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”



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 Non Lecture Course(s) Found

If you need accommodations for a **non-lecture** class, check the box below next the class and click **Continue**

Non-Lecture Course: Please Review From The Following List

☒ BAFN 302.007 - Essentials Of Business Finance

Continue to Select Your Accommodation

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Step 4

- 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”



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Final Step: Select Accommodation(s) for Each Class

BAFN 302.007 - Essentials Of Business Finance (CRN: 11508)

Instructor(s): [REDACTED]
 Days and Time(s): **MWF at 01:25 PM - 02:15 PM**
 Date Range(s): **08/20/2018 - 12/09/2018**
 Location(s): **KEPN 1010 (Campus: M)**

☐ Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for BAFN 302.007

☒ ☒ Alternative Testing

Submit Your Accommodation Requests
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Questions? Contact Us!

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

Step 5

- 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

LIST ACCOMMODATIONS FOR FALL 2018

Refine Search Result:

Search All

Refine Search

Previous Term

Term: Fall 2018

Next Term

BAFN 302.007 - Essentials Of Business Finance (CRN: 11508)

Modify Request

Cancel Request


Instructor(s):

Days and Time(s): MWF at 01:25 PM - 02:15 PM

Date Range(s): 08/20/2018 - 12/09/2018

Location(s): KEPN 1010 (Campus: M)

Request Status

 Approved

First Entered by:
First Entered on: 08/14/2018 at 11:58 AM
Last Updated by:
Last Updated on: 08/14/2018 at 11:58 AM

Notification Letter

Status: **Scheduled**
Last Emailed: **Not Specified**
Last Printed: **Not Specified**
Last Read by Instructor: **Not Specified**

List Accommodation(s) Selected for BAFN 302.007

▪ Alternative Testing

Other Information

▪ View Complete Request History

Questions? Contact Us!

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.

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PDF

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:

Generate PDF

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Request History for BAFN 302.007 - Essentials of Business Finance

List of Activities (Sort by Oldest Event):

1. Tuesday, August 14, 2018 at 11:58:22 AM by [REDACTED]

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**.

2. Tuesday, August 14, 2018 at 12:03:38 PM by [REDACTED]

Notification Letter was set to **Not Scheduled**.

Notification Letter was **Emailed** to instructor(s).

PDF version

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

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Select Class: **[2018 - Fall] - BAFN 302.007 - Essentials of Business Finance**

Generate PDF

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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).

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