

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

- Check the box next to all courses in which you would like to request accommodations
- Click “Step 2 - Continue to Customize Your Accommodations”

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.

GETTING
STARTED WITH THE
DRC

DRC STUDENT
LOGIN

INSTRUCTOR LOGIN

DRC NOTE-TAKER
LOGIN

COVID-19 Accommodations and Access Guide

FOR FACULTY AND STAFF

FOR STUDENTS

Select Accommodations for Your Class

Important Note

- Courses may take **up to 48 hours** to display in the system after you have registered for them. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Disability Resource Center.
- Your courses might not display below if you are part of the course waiting list.
- To request accommodations, select the checkbox(es) for the courses where they are needed, then click the button below to go to the next page to select your accommodations.
- If you are **unable to select a checkbox** from the list of courses below, that means you have already submitted your request for accommodations for that course.
- If you wish to **modify your accommodation request** (change or cancel a request), scroll down until your course is displayed and select either **Modify Request** or **Cancel Request**.

Step 1: Select Class(es)

- ☐ Spring 2021 - BIO 350.014 - HUMAN PHYSIOLOGY (CRN: 20172)
- ☐ Spring 2021 - BIO 350.219 - HUMAN PHYSIOLOGY (CRN: 21831)
- ☐ Spring 2021 - BIO 422.014 - DIRECTED STUDIES (CRN: 25009)
- ☒ Spring 2021 - BIO 450.010 - CELL PHYSIOLOGY (CRN: 20918)
- ☒ Spring 2021 - PHYS 221.007 - INTRODUCTORY PHYSICS II (CRN: 20047)
- ☐ Spring 2021 - PHYS 221.312 - INTRODUCTORY PHYSICS II (CRN: 20050)
- ☐ Spring 2021 - PSCI 286.001 - VALUE ISSUES IN POLITICAL ECONOMY (CRN: 24064)

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



User Service Center: List Accommodation Requests		TEST 222.222 - Beet Farming, Sales, And Martial Arts (CRN: 2222222) Class Details Modify Request	
Final Step: Select Accommodation(s) for Each Class			
TEST 222.222 - Beet Farming, Sales, And Martial Arts (CRN: 2222222)			
Instructor(s):	Dwight Schrute	Instructor(s):	Dwight Schrute
Days and Time(s):	Not Specified	Days and Time(s):	Not Specified
Date Range(s):	Not Specified	Date Range(s):	Not Specified
Location(s):	Not Specified	Location(s):	Not Specified
<input type="checkbox"/> 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 TEST 222.222		Request Status	
<input checked="" type="checkbox"/> Alternative Testing	<input checked="" type="checkbox"/> Breaks	<input checked="" type="checkbox"/> E-Text	 Approved
<input type="checkbox"/> Manipulative/fidget	<input checked="" type="checkbox"/> Notetaking Services	<input type="checkbox"/> Preferential Seating	
Submit Your Accommodation Requests Back to List		First Entered by: Cristin.Turner First Entered on: 04/07/2021 at 04:42 PM Last Updated by: Cristin.Turner Last Updated on: 04/07/2021 at 04:42 PM	
		List Accommodation(s) Selected for TEST 222.222	
		<ul style="list-style-type: none">▪ Alternative Testing▪ Breaks▪ Notetaking Services	
		Notification Letter	
		Status: Scheduled Last Emailed: Not Specified Last Printed: Not Specified Last Read in Instructor Portal: Not Specified	
		Other Information	
		<ul style="list-style-type: none">▪ View Complete Request History	

Requesting Accommodations

Generating a PDF

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

The screenshot shows a web application interface for requesting accommodations. On the left is a sidebar with navigation links: 'Home' (My Dashboard, My Profile, SMS, Request for Additional Accommodations, My Mailbox) and 'My Accommodations' (My Eligibility, List Accommodations, Alternative Testing, Alternative Formats, My E-Form Agreements, My Signup List). Below this is a 'Logout' section with a 'Log Out' button. The main content area is titled 'OVERVIEW' and contains a section for 'PRINTING FACULTY NOTIFICATION LETTER IN PDF'. This section includes a note about generation time, an important note about faculty notification, a course selection dropdown menu (currently showing 'Spring 2021 - PSCT 100.002 - United States National Government'), and a 'Generate PDF' button highlighted by a red arrow. Below this is a 'Request History for PSD 100.011 - Exploring Biology' section with a list of activities. At the bottom right is a 'Questions? Contact Us!' section with contact information for the Disability Resource Center.

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: **Spring 2021 - PSCT 100.002 - United States National Government** **Generate PDF**

Request History for PSD 100.011 - Exploring Biology

List of Activities (Sort by Oldest Event):

- Thursday, April 15, 2021 at 02:08:16 PM by **CHSEN Turner**
 - 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**.
- Thursday, April 15, 2021 at 02:51:53 PM by **Ram Ownby**
 - Accommodation Request was **Re-Approved** today.
 - 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 Resource Center
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NEED HELP? | DISABILITY RESOURCE CENTER



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

Disability Resource Center
DRC Online Training Materials
Updated 05/24/2021



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**NORTHERN
COLORADO**