

Requesting Accommodations

DRC Online

Disability Resource Center



UNC

Updated: 12/19/2022

Log In

1. Visit the DRC website at unco.edu/dss.

Select the link labeled "DRC Student Login"

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.

COVID-19 Accommodations and Access Guide

FOR FACULTY AND STAFF

FOR STUDENTS

GETTING
STARTED WITH THE
DRC

DRC STUDENT
LOGIN

INSTRUCTOR LOGIN

DRC NOTE-TAKER
LOGIN



Choose Which Classes

1. Under the section "Summary Of Accommodation Requests (Current and Future)" check the box next to all courses in which you would like to request accommodations

2. Click "Step 2 - Continue to Customize Your Accommodations"

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



Select Accommodations

1. Each course will be listed. Check the boxes for the accommodations you intend to use for each course
2. Click “Submit your Accommodation Requests”

User Service Center: List Accommodation Requests

Final Step: Select Accommodation(s) for Each Class

TEST 222.222 - Beet Farming, Sales, And Martial Arts (CRN: 2222222)

Instructor(s): **Dwight Schrute**

Days and Time(s): **Not Specified**

Date Range(s): **Not Specified**

Location(s): **Not Specified**

☐ 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

☒ Alternative Testing

☒ Breaks

☐ E-Text

☐ Manipulative/fidget

☒ Notetaking Services

☐ Preferential Seating

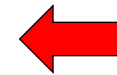
Submit Your Accommodation Requests

Back to List

Viewing Your Request

1. After you have submitted the request, it will appear on your dashboard.
2. On the dashboard, you will be able to both modify your request or view a complete history of your request using links at the top right corner.

TEST 222.222 - Beet Farming, Sales, And Martial Arts (CRN: 2222222)		Class Details Modify Request
Instructor(s):	Dwight Schrute	 
Days and Time(s):	Not Specified	
Date Range(s):	Not Specified	
Location(s):	Not Specified	
Request Status		Notification Letter
 Approved	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	Status: Scheduled Last Emailed: Not Specified Last Printed: Not Specified Last Read in Instructor Portal: Not Specified
List Accommodation(s) Selected for TEST 222.222		Other Information
▪ Alternative Testing ▪ Breaks ▪ Notetaking Services		▪ View Complete Request History



Please reach out with any questions or concerns.
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Disability Resource Center
DRC Online Training Materials
Updated 12/19/2022



UNIVERSITY OF
**NORTHERN
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