

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

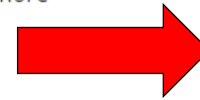
FOR STUDENTS

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

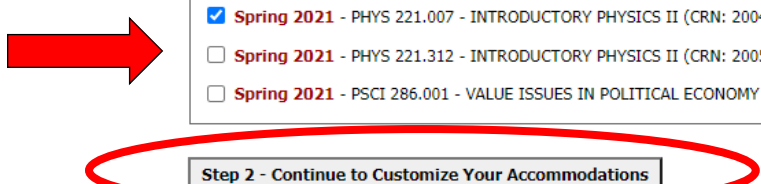
Important Note

1. 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.
2. Your courses might not display below if you are part of the course waiting list.
3. 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.
4. 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.
5. 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) [.CL](#)

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

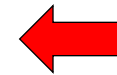
<input checked="" type="checkbox"/> Alternative Testing	<input checked="" type="checkbox"/> Breaks	<input type="checkbox"/> E-Text
<input type="checkbox"/> Manipulative/fidget	<input checked="" type="checkbox"/> Notetaking Services	<input type="checkbox"/> Preferential Seating

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	
<ul style="list-style-type: none">▪ Alternative Testing▪ Breaks▪ Notetaking Services		<ul style="list-style-type: none">▪ View Complete Request History	



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



Disability Resource Center
DRC Online Training Materials
Updated 12/19/2022



UNIVERSITY OF
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