

Requesting Your Faculty Notification Letters

Step 1: Go to <https://www.uwrf.edu/DRC/>

- A. Click on the Side Task Bar of the Home Page of the DRC website and click on “**UWRF Student with Approved Accommodations.**”

UWRF Students with Approved
Accommodations

a.

- b. Next, click on the “**DRC Connect Button.**”

i.

DRC Connect

Step 2: Login to your DRC Connect Account with your Falcon ID (w3xxxxxx) and password.

- A. Listed below you should see all your classes. Please check the box next to which classes you would like to notify your instructors of your approved accommodations.

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)

- ☒ **Fall 2022** - ART 227.01 - INTRODUCTION TO CERAMICS (CRN: 1237)
- ☒ **Fall 2022** - ENGL 106.01 - LIT: FICTION, POETRY, DRAMA (CRN: 1289)
- ☒ **Fall 2022** - ENGL 262.01 - CREATIVE WRITING (CRN: 1338)
- ☒ **Fall 2022** - GEOG 120.01 - HUMAN GEOGRAPHY (CRN: 1193)
- ☒ **Fall 2022** - TED 100.05 - INTRODUCTION TO TEACHING (CRN: 2726)

Step 2 - Continue to Customize Your Accommodations

- a. **Remember-** Academic accommodations are not retroactive, meaning they do not go back in time to address and issue or concern that arose before you were approved for accommodations or before you elected to use it.


Step: 3 Continue to Customize your Academic Accommodations

- A. Customize and specify which accommodations you would like to use in each of your courses and click on the “**Submit Your Accommodation Requests,**” to send your **Faculty Notification Letters** to your professors.

| | | |
|---|--|---|
| TED 100.05 - Introduction To Teaching (CRN: 2726) | | |
| Instructor(s): | Michael Miller | |
| Days and Time(s): | TR at 12:30 PM - 01:45 PM | |
| Date Range(s): | 09/07/2022 - 12/16/2022 | |
| Location(s): | Wyman Ed 124 (Campus: MAIN) | |
| <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 TED 100.05 | | |
| <input checked="" type="checkbox"/> Alternative Testing | <input checked="" type="checkbox"/> Audiobooks | <input checked="" type="checkbox"/> Notetaking Services |
| Submit Your Accommodation Requests | | Back to Overview |

Faculty Notification Letter (FNL)

- A. The Faculty Notification Letter is sent to all of your Instructors.
- a. To verify if your letter has been successfully sent, log back into your **DRC Connect Account**.

| | | |
|--|--|---|
| BIOL 150.50 - General Biology (CRN: 1987) | | Modify Request Cancel Request |
| Instructor(s): Ashlyn Spring | | |
| Days and Time(s): MW at 11:00 AM - 11:50 AM | | |
| Date Range(s): 09/07/2022 - 12/16/2022 | | |
| Location(s): On-Line On-Line (Campus: MAIN) | | |
| Request Status | | Notification Letter |
|  Approved | First Entered by: [REDACTED] First Entered on: 08/09/2022 at 02:36 PM Last Updated by: [REDACTED] Last Updated on: 09/02/2022 at 08:28 AM | Status: Emailed Last Emailed: 09/02/2022 at 08:27 AM |
| List Accommodation(s) Selected for BIOL 150.50 | | Other Information |
| <ul style="list-style-type: none">o Ability to take breaks in classo Alternative Testingo Audiobookso Notetaking Services | | <ul style="list-style-type: none">o View Complete Request History |

b.