Requesting Your Faculty Notification Letters

Step 1: Go to https://students.uwrf.edu/drc

A. Scroll down on the Home Page of the DRC website and click on "Learn About Accommodations."

DRC Connect

i. Next, click on the "DRC Connect Button."

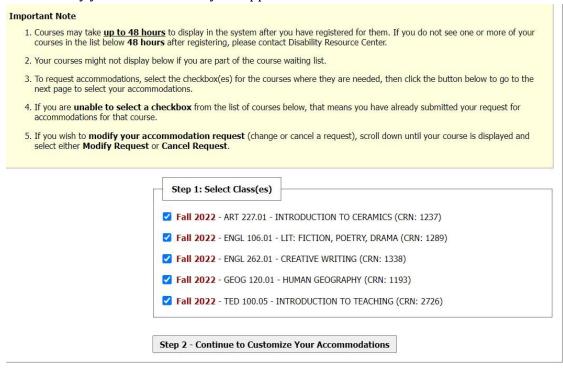
Current Students with Accommodations

Use DRC CONNECT to request:

- · Alternative testing accommodations for exams taken in the DRC.
- Faculty Notification Letters be emailed to instructors.
- An appointment with DRC professional staff.
- A peer notetaking accommodation.

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

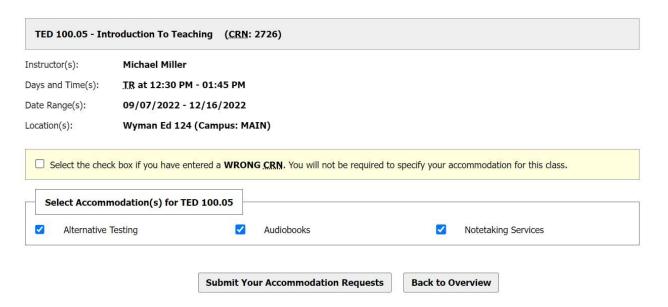
A. Listed below you should see all your classes. Please check the box next to which classes you would like notify your instructors of your approved accommodations.



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.



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.

