

Requesting Your Faculty Notification Letters


Step 1: Go to the [Current Students](#) page on the homepage of the Disability Resource Center Website.

Step 2: Click on the button that says, [DRC Connect](#).

- 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.
 - Peer notetaking accommodation.

Step 3: Login to your DRC Connect Account with your Falcon ID (wxxxxxxx)

- Listed in your Dashboard there is a section that states, “Accommodation Requests,” with the term listed below.
- There is a plus sign identified that states, “Add Requests for Classes,”

Accommodation Requests FALL 2025	
<div>0</div> <div>Number of Requests</div>	<div></div> <div>Add Requests for 8 Classes</div>

No Accommodation Request Found
for Fall 2025

Step 4: Once you have clicked on “Add Requests for Classes,” there will be a drop down that provides directions on how to request your accommodations. The language reads as follows:

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.

STEP: SELECT COURSES

- ☒ CRIM 130.02 - CRIME, LAW, AND SOCIETY (CRN: 1550)
- ☒ ENGL 20.05 - FOUNDATIONS OF ENGLISH (CRN: 2214)
- ☒ HEAL 108.99 - HEALTH & FITNESS FOR LIFE (CRN: 1445)
- ☒ HIST 100.01 - DEFINING THEMES IN US HIST (CRN: 2144)
- ☒ MATH 10.01 - INTRODUCTION TO ALGEBRA (CRN: 1662)
- ☒ SOCI 150.01 - FOUNDATIONS IN SOCI/CRIM (CRN: 2396)

☐ Apply the **same accommodations** to all selected courses.

Once you have selected the courses you would like to notify your instructors of your accommodation needs, you will click on “Continue to Next Step.”

CONTINUE TO NEXT STEP >

Step 5: Continue to customize which accommodations you would like to use in each of your courses and click on the Submit Request button.

CRIM 130.02

Course Title:

CRIM 130.02 - Crime, Law, And Society (CRN: 1550)

Course Detail



SELECT ACCOMMODATIONS

☒ Select All

Alternative Formats

☒ Alternative Text/E-Books

Alternative Testing

☒ Distraction Reduced Testing Location

☒ Extra Time 2.00x

☒ Test Questions Read Aloud

☒ Use Of Calculator For Tests That Rely On Math Skills.

Notetaking Services

☒ Notetaking Services

Notetaking Technology

☒ Genio Notes (Audio Notetaker)

☐ I do not need accommodation for this course: **CRIM 130.02**.

STEP: FINAL STEP

SUBMIT REQUEST >

START OVER >

ACCOMMODATION REQUESTS	CRIM 130.02	HEAL 108.99	HIST 100.01
<div>How to Request Accommodations ▾</div> <p>The following classes which accommodations were requested by the student:</p> <ul style="list-style-type: none"> CRIM 130.02 - CRIME, LAW, AND SOCIETY (CRN: 1550) ENGL 20.05 - FOUNDATIONS OF ENGLISH (CRN: 2214) HEAL 108.99 - HEALTH & FITNESS FOR LIFE (CRN: 1445) HIST 100.01 - DEFINING THEMES IN US HIST (CRN: 2144) MATH 10.01 - INTRODUCTION TO ALGEBRA (CRN: 1662) SOCI 150.01 - FOUNDATIONS IN SOCI/CRIM (CRN: 2396) 	<div>Status: Approved</div> <div>Course Title: Crime, Law, and Society (1550)</div> <div>Available Actions: Modify Request Get PDF</div> <div>Request Summary ▾</div> <div>Course Detail ▾</div> <div>Accommodation Requested: <ul style="list-style-type: none"> Alternative Text/E-Books Distraction Reduced Testing Location Extra Time 2.00x Genio Notes (audio notetaker) </div>	<div>Status: Approved</div> <div>Course Title: Health & Fitness for Life (1445)</div> <div>Available Actions: Modify Request Get PDF</div> <div>Request Summary ▾</div> <div>Course Detail ▾</div> <div>Accommodation Requested: <ul style="list-style-type: none"> Alternative Text/E-Books Distraction Reduced Testing Location Extra Time 2.00x Genio Notes (audio notetaker) </div>	<div>Status: Approved</div> <div>Course Title: Defining Themes in US Hist (2144)</div> <div>Available Actions: Modify Request Get PDF</div> <div>Request Summary ▾</div> <div>Course Detail ▾</div> <div>Accommodation Requested: <ul style="list-style-type: none"> Alternative Text/E-Books Distraction Reduced Testing Location Extra Time 2.00x Genio Notes (audio notetaker) </div>

Step 6: If you ever need to modify your current accommodations for any term, you can do so by clicking on the course and selecting, **Modify Request,**

ENGL 20.05

Status:

Accommodation Not Required

Course Title:

Foundations of English (2214)

Available Action:

[Modify Request](#)

Course Detail ▾

ACCOMMODATIONS

Important Note: All changes to **approved** accommodation request will be placed under Pending Changes status for review.

SELECT ACCOMMODATIONS *

☐ Select All

Alternative Formats

☐ Alternative Text/E-Books

Alternative Testing

☐ Distraction Reduced Testing Location

☐ Extra Time 2.00x

☐ Test Questions Read Aloud

☐ Use Of Calculator For Tests That Rely On Math Skills.

Notetaking Services

☐ Notetaking Services

Notetaking Technology

☐ Genio Notes (Audio Notetaker)

UPDATE REQUEST >

CANCEL REQUEST >