

# 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

0	<a href="#">+</a>
Number of Requests	<a href="#">Add Requests for 8 Classes</a>

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

**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 >**