Accommodation Letters

1. Click on “MYDRC” on the DRC Website. [www.palomar.edu/drc/mydrc](http://www.palomar.edu/drc/mydrc)

2. Click on “MyDRC Student Log-in”

3. Click on “Accommodation Letters”
Accommodation Letters

4. Click on “Accommodations”

5. Log-in using your student e-mail address and MyPalomar password.

6. Click on “Request” Button next to any class.
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7. Choose the accommodations you are requesting. Then choose the classes for which you are requesting those Accommodation Letters. Indicate if there are any changes being requested to your approved accommodations. Read the “Terms” and check “I agree to terms outlined above.” Click “Submit”.

Request Accommodations

Please review the information listed below and indicate whether you need changes to your accommodations at this time. If your accommodations require changes your request will be submitted for review.

Your accommodations

- Academic Counseling
- Alternate Format Material
- Audio Recording Lectures
- Distraction-reduced setting
- Extended Time: 1.50x
- Note taker (Peer)
- Registration Assistance/Priority Enrollment
- Use of computer

Courses to request

N DSAB 945 section 33837 LEC
Sherry L. Goldsmith S5062@palomar.edu

Please indicate if your accommodations require any changes

- No, my accommodations do not require any changes.
- Yes, I would like to request additional accommodation(s). I understand that this requires me to meet with a DRC counselor during drop-ins or a schedule appointment. My Accommodation Letters will not be ready until I meet with a DRC counselor.

Optional note:

Terms

As a student at Palomar College, I understand that:
- I understand that once I request accommodations for a specific course(s) and a DRC counselor approves these accommodations, the Accommodation Letter(s) outlining my approved exam/quiz and classroom accommodations becomes viewable by the instructor of that course and by myself on MyORC.
- I further understand that it is my responsibility to personally email or deliver my Accommodation Letter(s) to my Instructor(s).
- Lastly, I understand that the approved accommodations will only take effect and be implemented once I present/email my Accommodation Letter(s) to my Professor(s).

I agree to the terms outlined above

Submit
Accommodation Letters

8. Once you click submit on the prior screen you will see the confirmation below. Note the status is “Pending”.

9. Status goes to “Sent” once a Counselor has approved the accommodations that were requested.

10. Status goes to “Confirmed” once a signed copy is returned to the DRC or instructor has acknowledged the receipt online.
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11. List for Counselors to Review can be accessed by Clicking “Accommodation Requests (all)”

12. If Approved, Right Click request, Go to “Change status”, Click “Approved”

13. Click “Email student” only. This will send an email to the student letting them know their Letters are ready to print and bring to their Instructors for signatures.
14. Instructor can acknowledge receipt online or sign document. If signed, return to DRC and we can note acknowledgement in clockwork. Click “+” next to Letter info, Click “Set” next to “Acknowledgement from prof:”. Select date document was signed. Click “Ok”.

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