

## ***Classroom Furniture Process and Responsibilities***

### **Student Responsibilities**

- Verify disability with the DRC
  - Complete DRC Student Application for Services
  - Provide medical documentation from your physician
- Meet with your Access Specialist, who will explain and authorize Classroom Furniture accommodations
- Check current classroom arrangements for each of your classes prior to the beginning of the quarter to determine what is already there
- Complete and submit Furniture Request Form as soon as you know there is a need (prior to the beginning of each quarter)
- Notify DRC as soon as possible if you drop a class in which you requested furniture placement, or if a class is re-located
- Be aware that it may take up to two weeks for Furniture Requests to be honored
- Report difficulties or problems to your DRC Access Specialist as soon as possible

### **DRC Responsibilities**

- Determine eligibility for Classroom Furniture based on an impairment-related functional limitation
- Explain to and assist students in Classroom Furniture process and responsibilities
- Notify Facility Services of specific request and location for placement
- Answer any questions and/or concerns of instructors regarding Classroom Furniture
- Regularly evaluate services for provision of Classroom Furniture

**MORE SPECIFIC INFORMATION CAN BE FOUND ON THE WEB AT**

**[HTTP://WWW.DRC.CALPOLY.EDU/CONTENT/CLASSROOM-FURNITURE](http://www.drc.calpoly.edu/content/classroom-furniture)**

**DRC STAFF AND YOUR ACCESS SPECIALIST ARE AVAILABLE TO ANSWER ANY ADDITIONAL QUESTIONS**