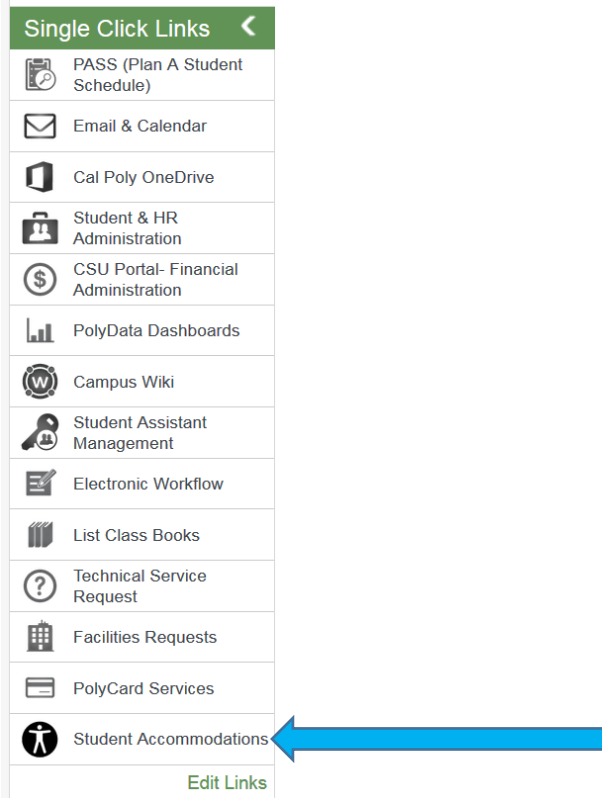# Requesting Accommodations

In this tutorial, you will learn how to request accommodations in the DRC Online Portal.

1. After logging into the Cal Poly portal, you will select the *Student Accommodations* link, which is at the bottom of the *Single Click Links* menu on the far left side of the screen.

2. Doing so will give you access to your *Dashboard* where you may have important messages in the yellow window at the top. In this case we see under Your To Do List, *No Accommodation Requests Found:*

3. We will take care of that by scrolling down the screen to where we'll see a box that says *Select Accommodations for Your Class*:

Select Accommodations for Your Class

Important Note

1. Course may take **up to 48 hours** to display in the system after you have registered for your courses. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Disability Resource Center.

2. Your courses might not display below if you are part of the course waiting list.

3. If you are **unable to select the checkbox** from the list of courses below, that means you have submitted your request for accommodation for that course.

4. If you wish to **modify your accommodation request** (change, cancel a request) scroll down until your course is displayed and select either modify request or cancel request.

4. Below that we see *Step 1: Select Class(es)*. You should see all of the classes that you're enrolled in for the quarter listed here:

Step 1: Select Class(es)

☐ **Fall 2017** - POLS 324.01 - INTERNATIONAL RELATIONS THEORY (CRN: POLS32401)

☐ **Fall 2017** - POLS 359.01 - RESEARCH DESIGN (CRN: POLS35901)

☐ **Fall 2017** - POLS 427.01 - POLITICS OF THE GLOBAL ECONOMY (CRN: POLS42701)

☐ **Fall 2017** - POLS 461.11 - SENIOR PROJECT I (CRN: POLS46111)

5. You can select all of those classes at once. In this case we'll just select one of the classes, then proceed below that to *Step 2 - Continue To Customize Your Accommodations*:

Step 1: Select Class(es)

☑ **Fall 2017** - POLS 324.01 - INTERNATIONAL RELATIONS THEORY (CRN: POLS32401)

☐ **Fall 2017** - POLS 359.01 - RESEARCH DESIGN (CRN: POLS35901)

☐ **Fall 2017** - POLS 427.01 - POLITICS OF THE GLOBAL ECONOMY (CRN: POLS42701)

☐ **Fall 2017** - POLS 461.11 - SENIOR PROJECT I (CRN: POLS46111)

Step 2 - Continue to Customize Your Accommodations

6. This brings us to a page where we'll see our classes listed along with Instructor, Date and Time, Date Range, and Location:

Final Step: Select Accommodation(s) for Each Class

POLS 324.01 - International Relations Theory   (CRN: POLS32401)

Instructor(s):	**Jeremy Bowling**
Days and Time(s):	**TR at 09:10 AM - 11:00 AM**
Date Range(s):	**09/14/2017 - 12/01/2017**
Location(s):	**010 0225 (Campus: SLCMP)**

☐ Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for POLS 324.01

☐ Accessible E-Text (e.g., PDF) ☐ Alternative Testing ☐ Notetaking Services

[Submit Your Accommodation Requests]   [Back to Overview]

7. Below that, you will see *Select Accommodations for [that particular class]* and your approved accommodations listed here. You can check the boxes next to the ones that you want to use for that class. Then you will click the *Submit Your Accommodation Requests* button.

Select Accommodation(s) for POLS 324.01

☑ Accessible E-Text (e.g., PDF) ☑ Alternative Testing ☑ Notetaking Services

[Submit Your Accommodation Requests]   [Back to Overview]

8. You will be taken to a new screen that says *SYSTEM UPDATE IS SUCCESSFUL. System has successfully processed your request*.

✅ **SYSTEM UPDATE IS SUCCESSFUL**

System has successfully processed your request.

9. If you have any questions about this process, please contact the Disability Resource Center:

Disability Resource Center
Cal Poly San Luis Obispo
Bldg 124 Student Services
San Luis Obispo, CA 93407
Website: http://drc.calpoly.edu
Email Us: drc@calpoly.edu
Phone: (805) 756-1395
Fax: (805) 756-5451