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:

   ![IMPORTANT MESSAGE(S)]

   Please read the following message(s) regarding your account:

   - Your To Do List:
     - No Accommodation Requests Found
     You have not submitted any accommodation requests for the current term. Please remember to request any accommodations needed for your classes in a timely manner.

   If you have any questions, please contact our office.

   Disability Resource Center
   Cal Poly San Luis Obispo
   Bldg 124 Student Services
   San Luis Obispo, CA 93407
   Email: drc@calpoly.edu
   Phone: (805) 756 - 1395
   Fax: (805) 756 - 5461
   Website: http://drc.calpoly.edu/
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 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 checkbox 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**

- [x] Accessible E-Text (e.g., PDF)
- [x] Alternative Testing
- [x] 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.**
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](http://drc.calpoly.edu)  
Email Us: drc@calpoly.edu  
Phone: (805) 756-1395  
Fax: (805) 756-5451