1. Click on "MYDRC" on the DRC Website. (www.palomar.edu/drc/mydrc)





### Welcome to the DRC

The Disability Resource Center (DRC) is a department within the division of Student Services which offers specialized instruction and services to students with various documented disabilities as mandated by the Rehabilitation act of 1973 and the Americans with Disabilities set of 1990 and their respective revisions. These disabilities include physical, visual, auditory, communication, learning and psychological disabilities which might impose an educational limitation within the college environment. Faculty and Staff are committed to ensuring access to all facets of the college not to providing accommodations and services to promote student success within college programs.

#### TIMELY INFORMATION

Spring Priority Registration, October 29th

Spring semester's registration has begun. Call to make a DRC counseling appointment as soon as possible to prepare for registration.

Counseling Appointment Late Arrival Notice

Please arrive to your counseling appointments promptly. To allow for sufficient time in the counseling appointments, it will be considered a NO

2. Click on "MyDRC Instructor Log-in"



DRC HOME	MyDRC
GETTING STARTED - APPLYING TO DRC	MyDRC allows registered and active DRC students to request accommodation letters, print accommodation letters once they are authorized and book exam appointments online. To log-in to MyDRC you will need your Palomar student e-mail address and password. It is the same log-in information that you use
SERVICES WE PROVIDE	to access Lanvas. If you have any questions or trouble accessing MyDRC please contact the DRC office at 760.744.1150, ext. 2376
DISABILITY RESOURCE (DR) CLASSES	MyDRC Student Log-in MyDRC Instructor Log-in
FACULTY RESOURCES -	Instructions

### 3. Click on "Courses"



Welcome to the instructor information website. You can use this website to:

View accommodations that have been prescribed to your students
Tell us about your upcoming quizes and exams.

Please click the courses link in the menu in order to get started. You will be asked to login using your school login account.

MyDRC - Palomar College - 1140 West Mission Rd - San Marcos, CA 92069 - 760.744.1150 ext. 2375

4. Log-in using your network username (JDoe) and network/email password.

Student Login: Email (JDoe1234@stud Employee Login: Network/email userr	dent.palomar.edu) and MyPalomar password name (JDoe) and network/email password
Username	
Password	PALOMAR COLLEGE®
Login	

5. Any class that has a future test/exam booked by a student will have a star next to the "Tests and Exams" for that class. Click on "Tests and Exams" in the row of the class for which you want to submit an exam.

PALOMAR COLLEGE			
Courses Accommodation letters Help			🚔 💄 SGoldsmith . log out
Courses	Show term:	Spring 2019	∼ Refresh
/our courses are listed below. For instructions, click the 'Help	י link.		
Course			Options
TEST 100 SECTION: 45145 (TERM: 2193) MAIN			Accommodation Letters
DR.40 SECTION: 30929 LEC (TERM: 2193) MAIN			Accommodation Letters Tests and Exams
DR.41 SECTION: 30931 LEC (TERM: 2193) MAIN			Accommodation Letters Tests and Exams
DR 43.2 SECTION: 32544 LEC (TERM: 2193) MAIN			Accommodation Letters Tests and Exams
DR 45L SECTION: 30933 LAB (TERM: 2193) MAIN			Accommodation Letters Tests and Exams
N BASC 903 SECTION: 33815 LAB (TERM: 2193) MAIN			Accommodation Letters Tests and Exams
N DSAB 943 SECTION: 33837 LEC (TERM: 2193) MAIN			Accommodation Letters Tests and Exams

☆ indicates that there is at least one future test/exam in the system for the course

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6. Click the "Confirm/Edit" link under Action to confirm the date/time and submit the exam.

			🚔 💄 SGo	ldsmith . log out
Courses Accommodation letters Help				
cheduled tests and examinations	for:			
ST 100 section 45145 (2193) MAIN : Sherry	Coldsmith (2010 to 11 to 12)			
	L. Goldsmith (2019 Jan 1 to May 26)			
our scheduled accommodated examinations for	r this course are listed below. Please select the Update link for the test yo	u are providing information or r	materials for.	
sts and exams: ype Date of test	r this course are listed below. Please select the Update link for the test yo Class test time	u are providing information or r Previously confirmed	naterials for. Submitted file	Action
ype Date of test February 27 Wednesday (2019)	Class test time 9:30 AM (80 minutes) Last modified: 2019-02-21	u are providing information or r Previously confirmed No	naterials for. Submitted file	Action Confirm/Edit

7. Confirm the date and time frame for the test/exam and correct if needed. Click "Next".

PALOMAR COLLEGE		
		🚔 💄 SGoldsmith . log out
1. Test details	1. Test / Exam Inf	Iformation
2. Students		
3. Test Information	Course: TEST 100 s	sect. 45145 (2193) MAIN
4. Submit changes	Please enter the original appropriate time extension	al test start and end times manually, or click on the clock icons to pick from a list. We will calculate and apply sions. If you must cancel this test booking, please contact us.
	Date of test:	2/27/2019 × 🗰
	Test start time:	9:30am
	Test end time:	10:50am
		Previous Next Cancel
	MyDRC - Palomar Colle	lege - 1140 West Mission Rd - San Marcos, CA 92069 - 760.744.1150 ext. 2375

8. A list of all students registered with the DRC who have requested to take this exam is displayed. Click "Next."



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9. Select "Where to return completed exam?" from the drop down list. Select if a calculator is allowed from the "Calculator Allowed?" drop down list. If a calculator is allowed, fill in the "If yes, what kind?" field. If there are any other directions please provide them in the "Other Instructions" section. Click "Next."

\*\*\*The more detailed the instructions the more effective we can be at proctoring the exam. (i.e. 3x5 notecard one side only. Blue or black in only.)\*\*\*

PALOMAR COLLEGE				
•		۵	1 SGoldsmit	n . log out
1. Test details	3. Test Information for TEST 100 sect. 45145 (2193) MAIN			
2. Students				
3. Test Information	Instructions:			
4. Submit changes				
	Where to return completed exam?			
	Calculator Allowed?			
	If yes, what kind?			
	Other Instructions		ļ	
		Previou	s Next	Cancel
	MyDRC - Palomar College - 1140 West Mission Rd - San Marcos, CA 92069 - 760.744.1150 ext. 2375			

10. To upload the exam file click "Browse" and select the file. If you have more than one file please send the additional files to <u>drcproctor@palomar.edu</u>. Once you have selected the file click "Submit Changes" to send the exam w/ the directions provided.

Test details Students Test Information Submit changes	4. Confirm exam details for TEST 100 sect. 45145 (2193) MAIN Please review the information below and click the 'Submit changes' button at the bottom of this form to submit your changes. If you have any questions or concerns please do not hesitate to contact us. Test details
	TEST 100 sect. 45145 (2193) MAIN Wed February 27, 2019 . 9:30am - 10:50am Test information
	Where to return Mailroom (w/ scan to e-mail) completed exam? Calculator Allowed? Yes If yes, what kind? TI-84 Other Instructions 3x5 note card handwritten on one side only File upload
	Note: If you need to send more than one file for the exam please send the additional files to drcproctor@palomar.edu. If you are not able to upload a digital copy of the exam, a paper copy of the exam (for each student registered in your course) must be delivered to the DRC Testing Center (NA-2). We request that exams arrive at the Testing Center at least two business days in advance of the exam date.
	Select test/exam file to submit: