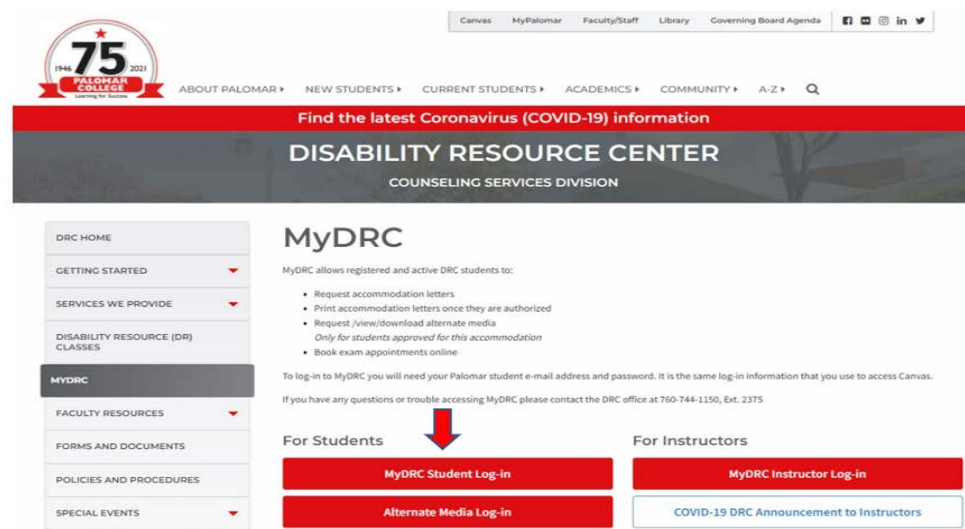


Accommodation Letters

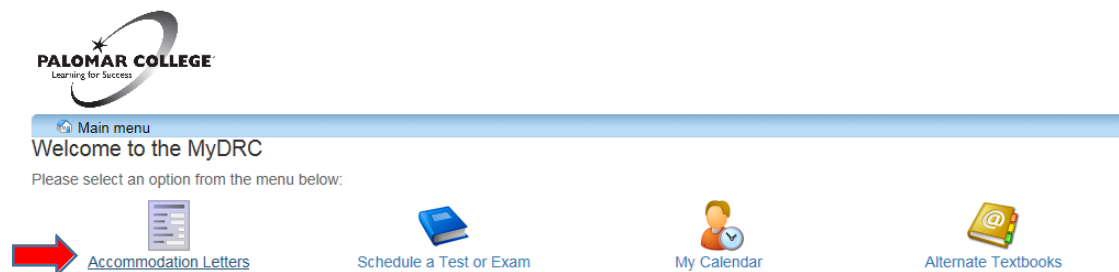
1. Click on “MYDRC” on the DRC Website. (www.palomar.edu/drc/mydrc)



2. Click on “MyDRC Student Log-in”

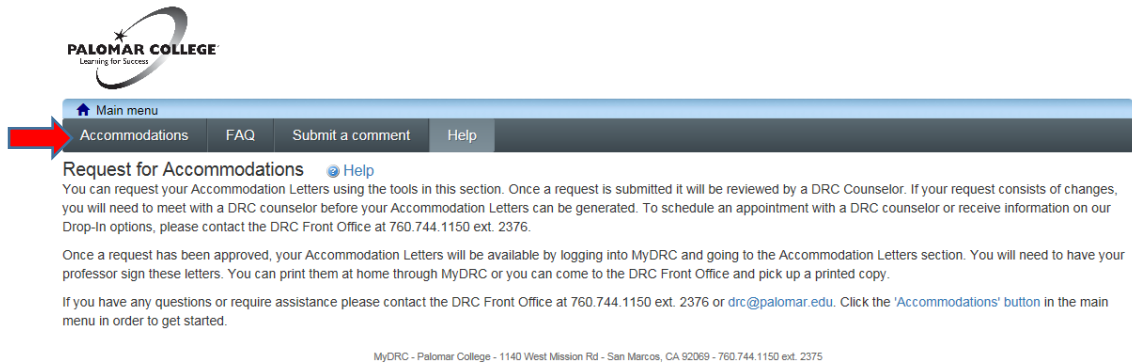


3. Click on “Accommodation Letters”



Accommodation Letters

- Click on "Accommodations"



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Accommodations | FAQ | Submit a comment | Help

Request for Accommodations [Help](#)

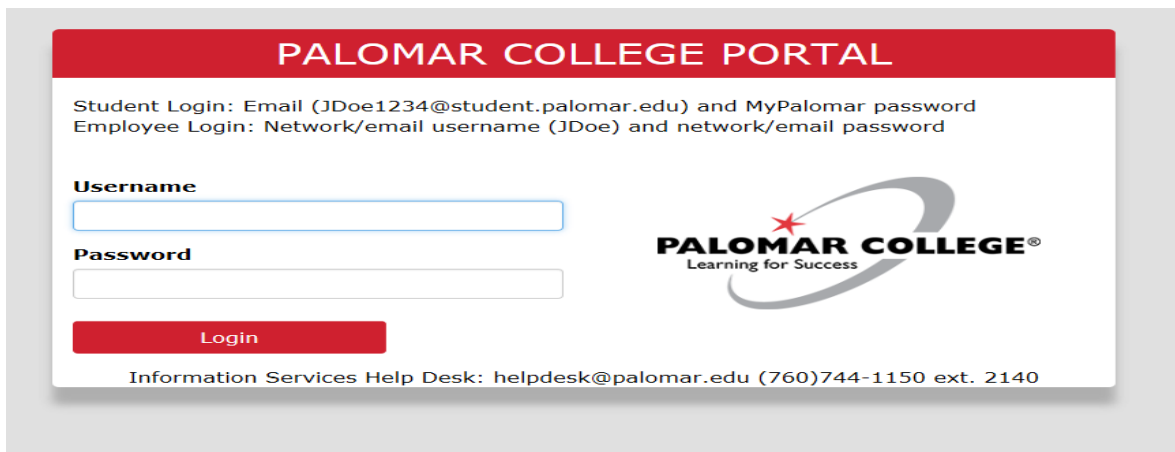
You can request your Accommodation Letters using the tools in this section. Once a request is submitted it will be reviewed by a DRC Counselor. If your request consists of changes, you will need to meet with a DRC counselor before your Accommodation Letters can be generated. To schedule an appointment with a DRC counselor or receive information on our Drop-In options, please contact the DRC Front Office at 760.744.1150 ext. 2376.

Once a request has been approved, your Accommodation Letters will be available by logging into MyDRC and going to the Accommodation Letters section. You will need to have your professor sign these letters. You can print them at home through MyDRC or you can come to the DRC Front Office and pick up a printed copy.

If you have any questions or require assistance please contact the DRC Front Office at 760.744.1150 ext. 2376 or drc@palomar.edu. Click the 'Accommodations' button in the main menu in order to get started.

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

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



PALOMAR COLLEGE PORTAL

Student Login: Email (JDoe1234@student.palomar.edu) and MyPalomar password
Employee Login: Network/email username (JDoe) and network/email password

Username

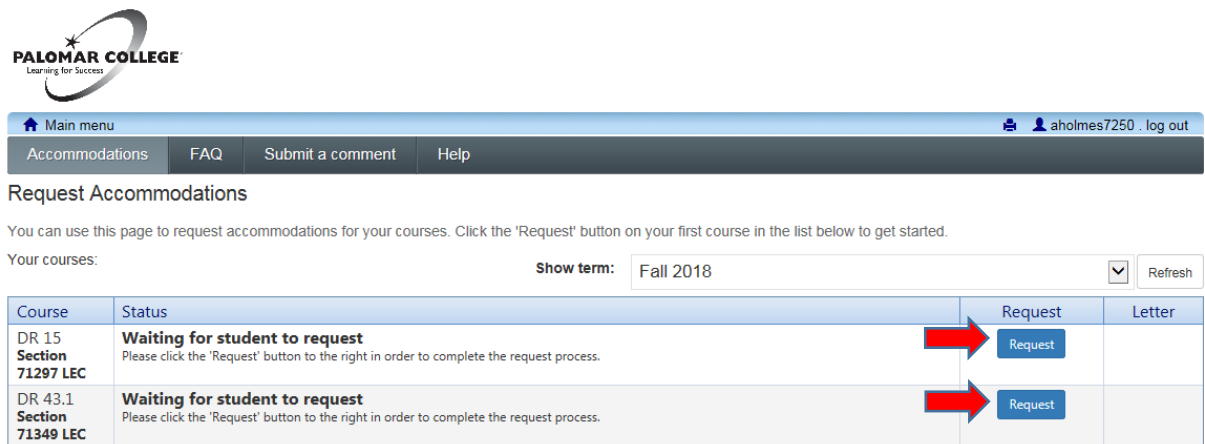
Password

Login

PALOMAR COLLEGE
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Information Services Help Desk: helpdesk@palomar.edu (760)744-1150 ext. 2140

- Click on "Request" Button next to any class.



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Accommodations | FAQ | Submit a comment | Help

Request Accommodations

You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started.


Your courses:

Show term:

Course	Status	Request	Letter
DR 15 Section 71297 LEC	Waiting for student to request Please click the 'Request' button to the right in order to complete the request process.	 <input type="button" value="Request"/>	
DR 43.1 Section 71349 LEC	Waiting for student to request Please click the 'Request' button to the right in order to complete the request process.	 <input type="button" value="Request"/>	

Accommodation Letters

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”.



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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

[check all](#) [check none](#)

Courses to request

N DSAB 943 section 33837 LEC

☒ Sherry L. Goldsmith SGoldsmith@palomar.edu

[check all](#) [check none](#)

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 MyDRC.
- 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

[Cancel](#) [Submit](#)

Accommodation Letters

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

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Request Accommodations

Your accommodation request(s) have been submitted. Please review the list below.

You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started.

Your courses: Show term: Fall 2018 Refresh

Course	Status	Request	Letter
DR 15 Section 71297 LEC	Waiting for student to request Please click the 'Request' button to the right in order to complete the request process.	Request	
DR 43.1 Section 71349 LEC	Pending A DRC counselor will review the information and update the status; you will be notified by email when this happens.		

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

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Request Accommodations

You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started.

Your courses: Show term: Fall 2018 Refresh

Course	Status	Request	Letter
DR 15 Section 71297 LEC	Sent Your accommodation letter has been created. Please bring a printed copy to your professor for signature. You can print it at home or come to the DRC to get a printed copy.		Get letter
DR 43.1 Section 71349 LEC	Pending A DRC counselor will review the information and update the status; you will be notified by email when this happens.		

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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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Request Accommodations

You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started.

Your courses: Show term: Fall 2018 Refresh

Course	Status	Request	Letter
DR 15 Section 71297 LEC	Confirmed The instructor signed copy (or acknowledgement) of your Accommodation Letter has been recieved by the DRC and your Accommodations are in place for this course.		Get letter
DR 43.1 Section 71349 LEC	Pending A DRC counselor will review the information and update the status; you will be notified by email when this happens.		

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