

# Accommodation Letters

1. Click on "Site Menu" on the DRC Website. ([www.palomar.edu/drc](http://www.palomar.edu/drc))

The screenshot shows the Palomar College Disability Resource Center website. At the top left is the Palomar College logo. The navigation bar includes links for A-Z, CANVAS, LIBRARY, MyPALOMAR, and APPLY. Below the navigation bar are links for ACADEMICS, ADMISSIONS, FINANCIAL AID, STUDENT SUPPORT, STUDENT LIFE, WHY CHOOSE PALOMAR?, and LANGUAGE. The main header features the text "Disability Resource Center" and "Counseling Services Division". A red arrow points to the "Site Menu" button in the left sidebar. The main content area includes a "Welcome to the DRC" section with a "Three Ways to Reach the DRC" section containing buttons for "Call us!", "Email us!", and "In Person Appts!". A "Contact Information" sidebar on the right provides details about the center's location, contact info, and hours of operation.

2. Click on "MyDRC"

This screenshot shows the same website with the left sidebar menu open. The "MyDRC" option is highlighted in red, and a red arrow points to it. The main content area is dimmed, showing the "Disability Resource Center" header and "Contact Information" sidebar. A chatbot notification bubble is visible in the bottom right corner of the main content area.

# Accommodation Letters

## 3. Click on “MyDRC Student Log-in”

The screenshot shows the MyDRC website interface. At the top left is the Palomar College logo. A navigation menu includes links for A-Z, CANVAS, LIBRARY, MyPALOMAR, and APPLY. Below this is a secondary menu with links for ACADEMICS, ADMISSIONS, FINANCIAL AID, STUDENT SUPPORT, STUDENT LIFE, WHY CHOOSE PALOMAR?, and LANGUAGE. The main content area contains text about accommodation letters and a list of links categorized under 'For Students' and 'For Instructors'. A red arrow points to the 'MyDRC Student Log-in' link in the 'For Students' section. A chatbot window for 'Comet' is visible in the bottom right corner.

**For Students**

- MyDRC Student Log-in
- Alternate Media Log-in
- How to Request Alternate Media
- How to Request Accommodation Letters
- DRC Remote Proctoring Student Guidelines

**For Instructors**

- MyDRC Instructor Log-in
- DRC Remote Proctoring Instructor Guidelines
- How to extend time on a Canvas quiz/exam
- Canvas community resource on moderating quizzes once published

## 4. Click on “Accommodation Letters”

The screenshot shows the main menu of the MyDRC website. It features the Palomar College logo and a 'Main menu' button. Below the logo, it says 'Welcome to the MyDRC' and 'Please select an option from the menu below:'. There are four icons with corresponding text: 'Accommodation Letters' (with a red arrow pointing to it), 'Schedule a Test or Exam', 'My Calendar', and 'Alternate Textbooks'. At the bottom, there is contact information for MyDRC at Palomar College.

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## 5. Click on “Accommodations”

The screenshot shows the 'Request for Accommodations' page on the MyDRC website. It features the Palomar College logo and a 'Main menu' button. Below the logo, there is a navigation bar with links for 'Accommodations', 'FAQ', 'Submit a comment', and 'Help'. A red arrow points to the 'Accommodations' link. The main content area contains text about requesting accommodation letters and a 'Request for Accommodations' section with a 'Help' icon. At the bottom, there is contact information for MyDRC at Palomar College.

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.

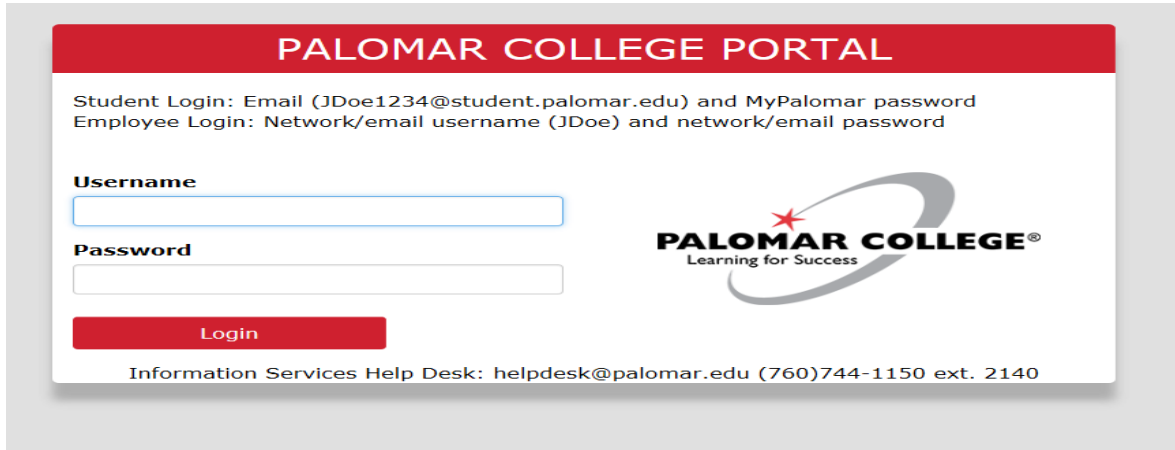
Once a request has been approved, your Accommodation Letters will be available by logging into MyDRC and going to the Accommodation Letters section. You will need to have your professor sign these letters. You can print them at home through MyDRC or you can come to the DRC Front Office and pick up a 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](mailto:drc@palomar.edu). Click the 'Accommodations' button in the main menu in order to get started.

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# Accommodation Letters

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



The screenshot shows the Palomar College Portal login interface. At the top, a red banner reads "PALOMAR COLLEGE PORTAL". Below this, instructions for student and employee logins are provided. There are two input fields for "Username" and "Password", followed by a red "Login" button. The Palomar College logo is on the right. At the bottom, contact information for the Information Services Help Desk is listed.

**PALOMAR COLLEGE PORTAL**

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

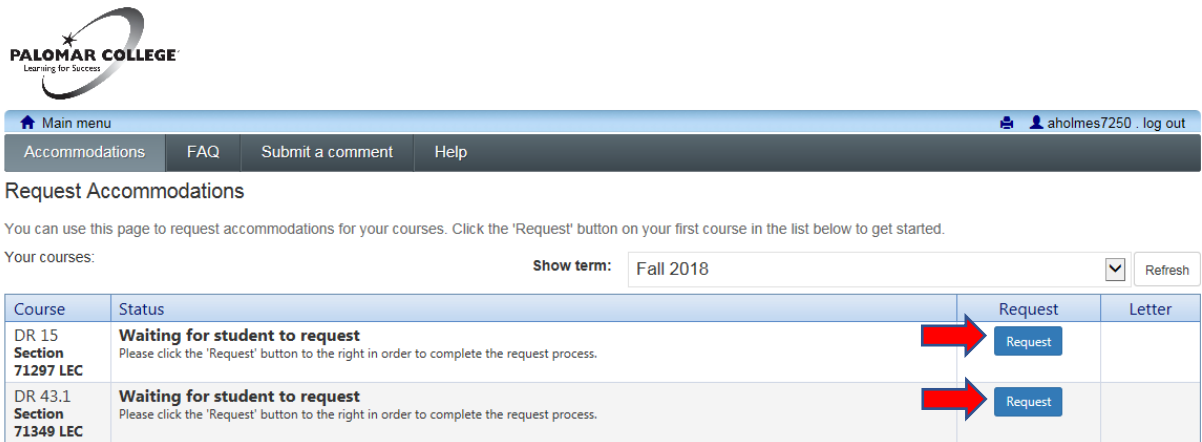
**Username**

**Password**

**Login**

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

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



The screenshot shows the "Request Accommodations" page. It features the Palomar College logo, a navigation menu with "Accommodations", "FAQ", "Submit a comment", and "Help", and a user profile "aholmes7250 . log out". The main content area is titled "Request Accommodations" and includes instructions on how to use the page. A "Your courses:" section shows a list of courses for "Fall 2018". Two courses are listed, both with a status of "Waiting for student to request" and a "Request" button. Red arrows point to these buttons.

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[Main menu](#) aholmes7250 . log out

[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	<b>Waiting for student to request</b> 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	<b>Waiting for student to request</b> Please click the 'Request' button to the right in order to complete the request process.	 <input type="button" value="Request"/>	

# Accommodation Letters

8. 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".



[Main menu](#)

[aholmes7250](#) . [log out](#)

## 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

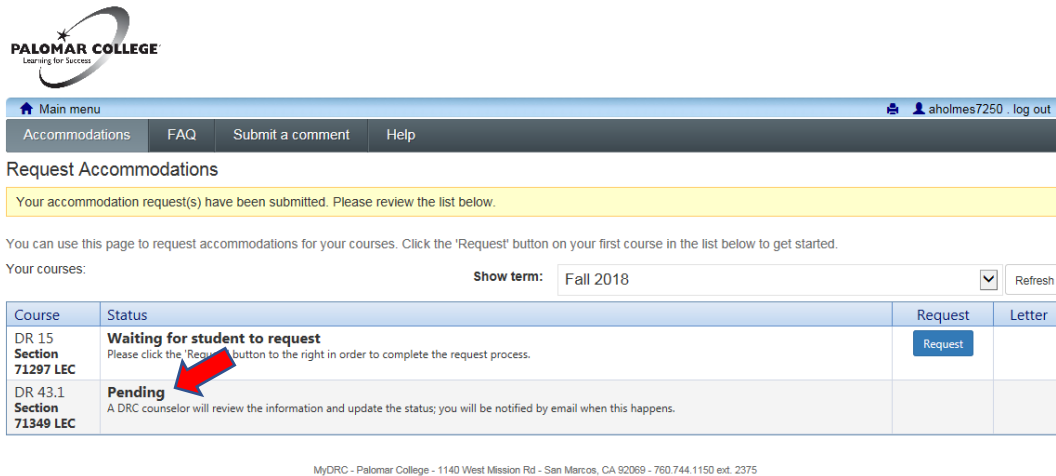
[Cancel](#)

[Submit](#)



# Accommodation Letters

9. Once you click submit on the prior screen you will see the confirmation below. Note the status is “Pending”.



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Accommodations | FAQ | Submit a comment | Help

### Request Accommodations

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

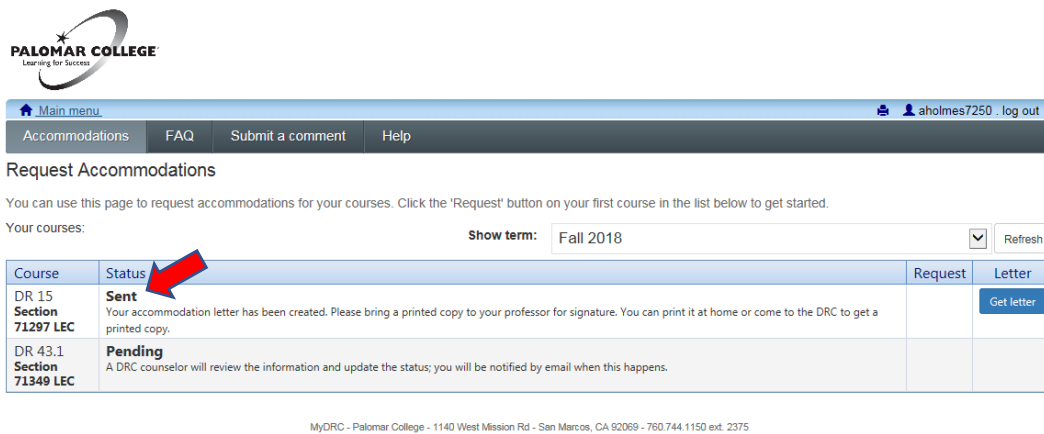
You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started.

Your courses: Show term: Fall 2018 Refresh

Course	Status	Request	Letter
DR 15 Section 71297 LEC	<b>Waiting for student to request</b> Please click the 'Request' button to the right in order to complete the request process.	<a href="#">Request</a>	
DR 43.1 Section 71349 LEC	<b>Pending</b> 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 “Sent” once a Counselor has approved the accommodations that were requested.



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Accommodations | FAQ | Submit a comment | Help

### Request Accommodations

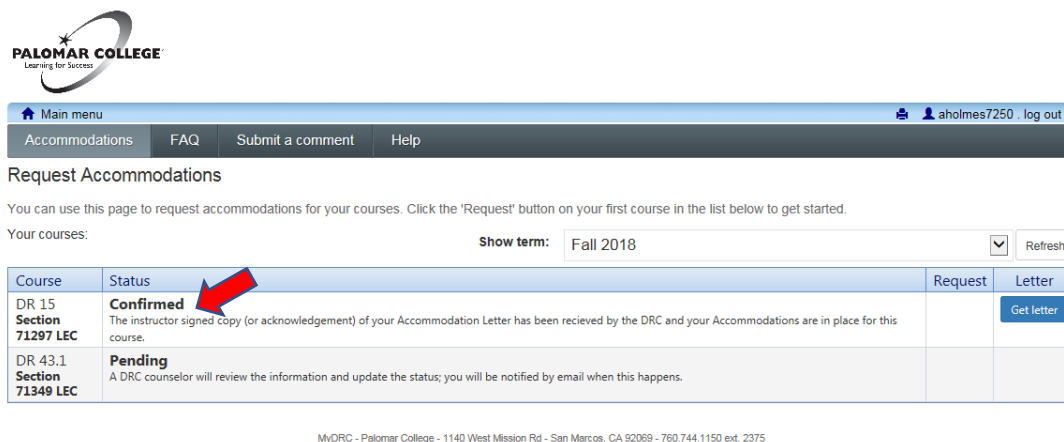
You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started.

Your courses: Show term: Fall 2018 Refresh

Course	Status	Request	Letter
DR 15 Section 71297 LEC	<b>Sent</b> 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.		<a href="#">Get letter</a>
DR 43.1 Section 71349 LEC	<b>Pending</b> A DRC counselor will review the information and update the status; you will be notified by email when this happens.		

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11. Status goes to “Confirmed” once a signed copy is returned to the DRC or instructor has acknowledged the receipt online.



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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: Fall 2018 Refresh

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

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