

**Disability Resource Center (DRC)**

Room 001 Reid Hall • 352-392-8565

**Beginning of the Semester Checklist***Semester:* Fall • Spring • Summer A/C • Summer B

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*Date Started*

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*Date Completed*

- 1. Finalize Schedule (decide which classes you are going to drop or add before the Drop/Add deadline).
- 2. Go on-line ([www.dso.ufl.edu/drc](http://www.dso.ufl.edu/drc)) and apply for Accommodation Letters as soon as your schedule is set and you know professors' last names.
- 3. If you receive a Reduced Course Load as an accommodation, email the DRC Secretary ([rcl@dso.ufl.edu](mailto:rcl@dso.ufl.edu)) after the last day of drop/add. (Include UFID, courses & credit hours, semester).
- 4. Pick up Accommodation Letters from DRC 1-2 business days after applying for them. Bring your UFID.
- 5. Make an appointment to meet with each professor, during their office hours, to discuss your accommodations. Bring the Accommodation Letter for that class.
  - a. Fill out the Accommodated Test Request form (ATR) with the professor.
  - b. Give the Note-taker Packet, if needed.
  - c. Take completed ATR with you.
- 6. Return completed ATR's to DRC's Accommodated Testing Service Office no later than 4 business days before first exam.
- 7. Check your testing schedule on-line ([www.dso.ufl.edu/drc](http://www.dso.ufl.edu/drc)) and report any errors to the Accommodated Testing Service Office.
- 8. Call your service coordinator at the DRC.
  - a. Schedule an appointment, if needed.
  - b. Up-date contact information.
  - c. Request accommodation changes, if needed.
- 9. Meet with your academic advisor to help with your class selection and make sure you are on track for next semester.

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