Here are just a few of the services available to assist students in reaching their personal, academic, and professional needs & goals.

<table>
<thead>
<tr>
<th>DRC Support Services</th>
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<tbody>
<tr>
<td><strong>One-On-One Strategy Sessions:</strong> Individualized help with time management, organization, goal setting, study strategies, etc. is available. Contact the DRC to schedule a Strategy Session.</td>
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<tr>
<td><strong>Groups:</strong> Educational &amp; solution focused support in a group setting. Regular attendance is not required. Contact the DRC, or visit the DRC website, for more information.</td>
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<tr>
<td><strong>Graduation Ceremony Accommodations:</strong> DRC students who require graduation ceremony accommodations should contact the DRC.</td>
</tr>
<tr>
<td><strong>Accommodations for Graduate &amp; Professional School Entrance or Board Exams:</strong> For further information about the process, as well as links to various exam administrator’s websites, see DRC webpage: <a href="http://www.dso.ufl.edu/drc/grad-prep/">www.dso.ufl.edu/drc/grad-prep/</a>. If application forms require DRC certification or if you have further questions about your eligibility or the process in general, request an appointment with the DRC.</td>
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<th>UF Campus Support Services</th>
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<tbody>
<tr>
<td>ADA Office • 352-392-1591</td>
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<tr>
<td><a href="http://www.ada.ufl.edu">www.ada.ufl.edu</a> • 179 Newell Drive</td>
</tr>
<tr>
<td>Collegiate Veterans Success Center • 352-294-7233</td>
</tr>
<tr>
<td><a href="http://www.dso.ufl.edu/veteran">www.dso.ufl.edu/veteran</a> • 418 Yon Hall (Stadium)</td>
</tr>
<tr>
<td>Counseling &amp; Wellness Center • 352-392-1575</td>
</tr>
<tr>
<td><a href="http://www.counseling.ufl.edu/cwc">www.counseling.ufl.edu/cwc</a> • 3190 Radio Road</td>
</tr>
<tr>
<td>DSO / Dean of Students Office • 352-392-1261</td>
</tr>
<tr>
<td><a href="http://www.dso.ufl.edu">www.dso.ufl.edu</a> • 202 Peabody Hall</td>
</tr>
<tr>
<td>Gator Lift Shuttle Service • 352-494-2305</td>
</tr>
<tr>
<td><a href="http://www.parking.ufl.edu/subpages/gatorlift.html">www.parking.ufl.edu/subpages/gatorlift.html</a></td>
</tr>
<tr>
<td>SHCC / Student Health Care Center • 352-392-1161</td>
</tr>
<tr>
<td><a href="http://www.shcc.ufl.edu">www.shcc.ufl.edu</a> • Infirmary Building/280 Fletcher Dr.</td>
</tr>
<tr>
<td>U Matter, We Care • 352-294-CARE</td>
</tr>
<tr>
<td><a href="http://www.ummatter.ufl.edu">www.ummatter.ufl.edu</a> • 202 Peabody Hall</td>
</tr>
<tr>
<td>University Ombuds • 352-392-1308</td>
</tr>
<tr>
<td><a href="http://www.ombuds.ufl.edu">www.ombuds.ufl.edu</a> • 31 Tigert Hall</td>
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<th>Community Support Services</th>
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</thead>
<tbody>
<tr>
<td>CIL / Center for Independent Living of North Central Florida • 352-378-7474 • <a href="http://www.cilncf.org/">www.cilncf.org</a></td>
</tr>
<tr>
<td>DBS / Florida Division of Blind Services • 352-955-2075 • <a href="http://www.dbs.myflorida.com/">www.dbs.myflorida.com</a></td>
</tr>
<tr>
<td>RTS / Regional Transit System for the City of Gainesville • 352-334-2600 • <a href="http://www.go-rts.com/">www.go-rts.com</a></td>
</tr>
<tr>
<td>RTS ADA Programs: 352-334-2650</td>
</tr>
<tr>
<td>VR / Florida Division of Vocational Rehabilitation • 352-955-3200 • <a href="http://www.rehabworks.org/">www.rehabworks.org</a></td>
</tr>
</tbody>
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**Semester Checklist / Procedural Guidelines**

- 1. Finalize your schedule. Decide which classes you are going to drop or add before the Drop/Add Deadline.
- 2. If you receive a Reduced Course Load as an accommodation, send an email to: [rcl@dso.ufl.edu](mailto:rcl@dso.ufl.edu) after you finalize your schedule. Include your name, UFID, semester, credit hour total, and whether or not you receive any scholarships (not including Bright Futures).
- 3. Go to the DRC website and request your current semester Accommodation Letter as soon as you finalize your schedule. A pdf version of your Accommodation Letter will be emailed to your UFL email account within 2 business days of your request.
- 4. Print & deliver or email a copy of your Accommodation Letter to each of your Instructors. Meet with each of your Instructors (office hours or appointment) to discuss your accommodation needs and, if needed:
  - a. Provide the Note-Service Packet.
  - b. Discuss any known known exam scheduling conflicts prior to submitting your online ATR.
  - c. For on-line or distance-learning classes, email your Instructor to discuss your accommodation needs.
- 5. Create an online ATR not less than 4 business days before each exam and quiz date.
- 6. Your DRC testing schedule will be posted online after your request is approved by your Instructor. Be sure to add these exam dates to your calendar.
- 7. Check schedule of DRC Groups.
- 8. If needed, schedule an appointment with the DRC to:
  - a. Discuss academic or accommodation concerns.
  - b. Request accommodation changes.
- 9. Meet with your academic advisor to review your course selection(s) for the next semester.
Steps to Accessing Accommodations and Services for:

**Copies of PowerPoints/Overheads**

1. Discuss with Instructor when you will receive them. (e.g. before or after class)
2. Discuss with Instructor how you will receive them. (e.g. pick-up, in-class, email, etc.)

**Note-Service**

1. Review Note-Service Packet.
2. Complete top of page 5 and provide the Instructor with Note-Service Packet.
3. Once Note-Supplier has been identified, Instructor and Supplier complete pages 5 & 6. Supplier submits those pages to DRC.
4. DRC Note-Service will notify you via email on the distribution method for your notes.
5. Report any problems to the DRC and/or your Instructor.

**Alternative Format Textbooks**

Students who need their textbooks in an alternative format should schedule an appointment with the DRC’s Assistive Technology Coordinator to discuss their needs and explore available options.

Options include:
- Student purchase of eBooks with text to speech & screen magnification capability.
- Student purchase of Audio books from Learning Ally.

The DRC can assist in:
- Converting books and papers into audio format.
- Obtaining eBooks (of student owned textbooks) from individual publishers.

**Accommodated Exams at the DRC**

1. Submit ATR to Instructor not less than 4-business days before exam date.
2. Your Instructor must approve your ATR not less than 2-business days before exam date.
3. Your DRC exam schedule will be posted online after your request is approved by your Instructor.
4. Approved requests to modify a scheduled exam (date or time) must be emailed, by your Instructor, to testing@dso.ufl.edu not less than 2-business days before exam date.
5. On exam day, report to the DRC at least 10 minutes before exam start time. Bring your UFID.
6. Upon exam completion, ALL exam materials will be returned to the Instructor.

**Course Substitutions**

If your disability impacts your ability to complete either your General Education Math or Foreign Language Requirement, course substitutions may be available. Please Note: core courses may not be substituted.

1. Make an appointment with the DRC’s Course Substitution Coordinator to discuss your needs and available options.
2. Submit petition for committee review.
3. If petition is granted, take approved substitution courses.

**DRC Assistive Technology**

The DRC offers students the following assistive technology either in the DRC Computer Lab or online:
- Kurzweil 3000 -- Screen Reader Software
- Read & Write Gold -- Screen Reader Software
- Zoom Text & Magic -- Magnification Software
- JAWS -- Text-to-Speech Software
- Dragon Naturally Speaking -- Speech-to-Text Software
- CCTV & Scanners

To receive a demonstration or training on the use of available assistive software or hardware, schedule an appointment with a DRC Assistive Technology Assistant.

**Services for Students with Hearing Impairments**

Students with hearing impairments that would like to discuss available services should schedule an appointment with the DRC’s Interpreting/Captioning Coordinator.

**Parking on Campus**

Students who would like to access disabled parking on campus must have the following items properly displayed within their car:
- State-issued Disabled Persons Parking Placard (for Florida Residents go to: www.flhsmv.gov/dmv/disabled_pkg.html).

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**Distance-Learning & Professional School Support Services**

For students enrolled in these programs, it is important to be self-aware of your needs and the potential services available from the DRC. Schedule an appointment with a DRC staff member to discuss your educational support needs. Phone or Skype appointments are available for students residing outside of Gainesville.

**Study Abroad Accommodations**

Students who are participating in a study abroad program and anticipate the need for accommodations should:
1. Plan to meet with your assigned DRC staff member, at least 1-2 months, before your departure.
2. Provide a Study Abroad Accommodation Letter to your study abroad advisor.

**Parking on Campus**

Students who would like to access disabled parking on campus must have the following items properly displayed within their car:
- State-issued Disabled Persons Parking Placard (for Florida Residents go to: www.flhsmv.gov/dmv/disabled_pkg.html).