 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 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 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.