



Disability Resource Center

352-392-8565 (voice)

352-392-8570 (fax)

800-955-8771 (Florida Relay Service)

1 Reid Hall (Bldg. 0020)

P.O. Box 114085

Gainesville, FL 32611-4085

email: accessuf@dso.ufl.edu

website: www.dso.ufl.edu/drc/



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*Dean of Students Office
Division of Student Affairs*



Semester Checklist

- ☐ **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 the last day of Drop/Add. Include your name, UFID, semester, and credit hour total.
- ☐ **3.** Go to the DRC website and request Accommodation Letters as soon as your schedule is set and you know your Instructor's last names. If you are enrolled in on-line or distance-learning classes and you or your instructor is not Gainesville based, type 'on-line' after class information (Example: ECO 2013 on-line).
- ☐ **4.** Pick up your Accommodation Letters from the DRC 1-2 business days after requesting them. Bring your UFID. For on-line or distance-learning classes, the DRC will produce a pdf version of the letter and email it to you.
- ☐ **5.** Meet with each of your Instructors (office hours or appointment) to discuss your needs. Bring the Accommodation Letter for that class and, if needed:
 - ☐ **a.** Provide the Note-Service Packet.
 - ☐ **b.** Fill out the Accommodated Test Request (ATR) form with the Instructor.
For on-line or distance-learning classes, email instructor to discuss needs. Attach pdf Accommodation Letter and other needed forms.
- ☐ **6.** Return completed ATR's to the DRC's Notes & Testing Services (NTS) not less than 4 business days before exam date.
- ☐ **7.** Check your DRC testing schedule on the DRC website at least 3 business days before exam date and report any errors to the NTS Office ASAP.
- ☐ **8.** Check schedule of DRC Groups.
- ☐ **9.** If needed, schedule an appointment with the DRC to:
 - ☐ **a.** Discuss academic or accommodation concerns.
 - ☐ **b.** Request accommodation changes.
 - ☐ **c.** Explore One-On-One Strategy Sessions.
- ☐ **10.** 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-Services

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. Give ATR form to Instructor not less than 2 weeks before first exam. (Only if you need testing accommodations)
2. You or your Instructor must hand deliver, email, or fax completed ATR form to the DRC's Notes & Testing Services (NTS) not less than 4 business days before exam date. Please Note: It is the student's responsibility to ensure that all ATR's are properly completed and delivered to the DRC.
3. Check your DRC Accommodated Test schedule, on the DRC website, to confirm ATR form was received by DRC and that date & time of EACH exam is correct.
4. Report any scheduling errors to the DRC not less than 3 business days before exam date.
5. Requests to modify a scheduled exam (date or time) must be submitted to the DRC not less than 3 business days before exam date. Please Note: All requests to modify exam schedule must be approved by the DRC and the Instructor.
6. On exam day, report to the DRC at least 10 minutes before exam start time. Bring your UFID.
7. Upon exam completion, ALL exam materials will be returned to the Instructor. No Exceptions.

Steps to Accessing Accommodations and Services for:

Course Substitutions

If your disability prevents you from completing 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 use of the DRC Computer Lab, which has a wide range of assistive technology:

- Kurzweil 3000 -- Screen Reader Software
- Claro Read Plus -- Screen Reader Software
- Zoom Text -- Magnification Software
- Dragon Naturally Speaking -- Speech-to-Text Software
- JAWS -- Text-to-Speech 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 Lab Assistant.

Services for Students with Hearing Impairments

- FM Listening Devices available for loan
- Sign Language Interpreting Services
- Captioning Services

Students with hearing impairments that would like to explore available services should schedule an appointment with the DRC's Assistive Technology Coordinator.

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.

Other DRC Support Services

Explore the DRC website: www.dso.ufl.edu/drc/ or schedule an appointment with a DRC staff member to discuss your individualized needs.

Parking on Campus

Students who would like to access handicapped 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).
- UF Disabled Persons Parking Decal (www.parking.ufl.edu/pages/disabled.asp).



DRC, UF Campus, & Community Support Services

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

DRC Support Services

One-On-One Strategy Sessions: Individualized help with time management, organization, goal setting, study strategies, etc. is available. Contact the DRC to schedule a Strategies Session with a DRC Learning Specialist.

Groups: Educational & solution focused support in a group setting. Regular attendance is not required. Contact the DRC, or visit the DRC website, for more information.

Graduation Ceremony Accommodations: DRC students who require graduation ceremony accommodations should contact the DRC.

Accommodations for Graduate & Professional School

Entrance or Board Exams: For further information about the process, as well as links to various exam administrator's websites, see DRC webpage: www.dso.ufl.edu/drc/grad-prep/. 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 Director.

UF Campus Support Services

ADA Office • 352-392-1591

www.ada.ufl.edu • 179 Newell Drive

Collegiate Veterans Success Center • 352-294-7233

www.dso.ufl.edu/veteran • 418 Yon Hall (Stadium)

Counseling & Wellness Center • 352-392-1575

www.counseling.ufl.edu/cwc • 3190 Radio Road

DSO / Dean of Students Office • 352-392-1261

www.dso.ufl.edu • 202 Peabody Hall

Gator Lift Shuttle Service • 352-494-2305

www.parking.ufl.edu/subpages/gatorlift.html

SHCC / Student Health Care Center • 352-392-1161

www.shcc.ufl.edu • Infirmary Building/280 Fletcher Dr.

U Matter, We Care • 352-294-CARE

www.umatter.ufl.edu • 202 Peabody Hall

University Ombuds • 352-392-1308

www.ombuds.ufl.edu • 31 Tigert Hall

Community Support Services

CIL / Center for Independent Living of North Central Florida

352-378-7474 • www.cilncf.org/

DBS / Florida Division of Blind Services

352-955-2075 • www.dbs.myflorida.com/

RTS / Regional Transit System for the City of Gainesville

352-334-2600 • www.go-rt.com/

RTS ADA Programs: 352-334-2650

VR / Florida Division of Vocational Rehabilitation

352-955-3200 • www.rehabworks.org/