Complete the New Student Application, [https://www.uwrf.edu/DRC/](https://www.uwrf.edu/DRC/).

1. To share detailed information, we recommend to first write it out in a separate document, then copy/paste into the application. A confirmation is emailed to you once the application is successfully submitted.

Upload Your Documentation – a link is provided in the confirmation email.

2. To be eligible, the student must have a documented disability as defined by the Americans with Disabilities Act. The ADA recognizes a disability as a physical or mental condition which substantially limits one or more major life activities. This includes if the student has a history of or is viewed as having such a condition. We rely on documentation from licensed clinicians (medical / psychological / neuropsychological evaluation) to explain each disability. An IEP could be submitted if the diagnostic information and evaluation are included. See our home page for a COLLABORATIVE document if you’re unsure what information is needed. This will provide you with a valuable starting point.

   If a student is unable to provide documentation supporting the need for accommodations, the student may not be eligible for academic accommodations. Provisional conditions are reviewed on a case-by-case basis.

Schedule an Intake appointment with DRC professional staff.

3. This 1-hour meeting is the time to discuss strengths, learning styles, and academic barriers. Staff will learn how the student’s diagnosis affects them academically. Either call our office or follow Step #3 on our home page to share your availability and request an appointment. Remember, the process could take multiple weeks to complete, particularly at the beginning of each semester.

Eligibility for Reasonable Accommodations is determined based on medical documentation, supported history of previous accommodations, and the 1:1 meeting with DRC staff. The findings are shared with the student. After review, the student may accept or refuse the results. A qualifying student will receive a Letter of Eligibility which states the approved reasonable accommodations. This document is for the student’s record only and is not to be shared with instructors. A final process in which letters are shared with faculty comes next.

If approved for accommodations, the student initiates a request to email a Faculty Notification Letter (FNL) to each professor, notifying them of the student’s eligibility to request an accommodation during the current semester. It does not disclose confidential information, nor the student’s disability/disabilities.

These letters are accessed through DRC Connect. Sending the Faculty Notification Letter alone is not enough. The student will need to follow up with instructors each semester to offer an opportunity to discuss their accommodations. Accommodations are not retroactive, and they may look different in each course. Communicating accommodation needs to a professor as early as possible is an important element of the process. The student decides what information to share with the professor, if any. DRC professional staff are available to assist and support as requested. Be sure you fully understand how to use your accommodations at UWRF. Ask questions of the DRC staff and utilize your accommodations in a timely manner.

Most accommodations are permanent and follow the student for the duration of continuous enrollment at UWRF. Faculty Notification Letters are to be emailed each semester to keep an active account with the DRC. At any time, if your accommodations are not being met, it is important to contact our professional staff immediately.