

DRS CONNECT: Requesting DRS Accommodations (Existing Students)

To Request DRS Accommodations

1. Visit the Maricopa Community College website

[www.maricopa.edu/
Maricopa-disability-
resource-centers](http://www.maricopa.edu/Maricopa-disability-resource-centers)

2. Click on

DRS CONNECT
Register Services here

The screenshot shows the Maricopa Community Colleges website. At the top, there is a navigation bar with links for 'visit a college', 'students', 'employees', 'about us', and 'search'. Below the navigation bar, the page title is 'Maricopa Disability Resource Centers'. There is a featured image of Gene Heppard, Director of Disability Resources, Services, and TRIO Programs, with a quote: "A disability need not limit one's access to an education beyond high school." Below the image, there is a list of services: 'Requesting Accommodations' (Alternate Textbook Formats, Auxiliary Services), 'Note-Taking Assistance', 'American Sign Language Interpreters', and 'Hardware and Software'. A blue arrow points to the 'DRS CONNECT Request services here' button.

Log In

1. Populate sign in fields with Maricopa MEID and password.
2. Notify a DRS Representative immediately if you are unable to log into the system.

The screenshot shows the Maricopa Community Colleges online services login page. At the top, there is a navigation bar with links for 'My Dashboard', 'Unified Blogs', 'Staff Access', and 'Website Control'. Below the navigation bar, the page title is 'WELCOME TO ONLINE SERVICES'. There is a 'Sign In Information' form with fields for 'Username*' and 'Password*', and a 'Sign In' button. A blue arrow points to the 'Sign In' button. There are also links for 'New Student?' and 'Sign Up as a Notetaker'.

Sign Releases

1. Log onto DRS CONNECT to Sign Releases
2. Click *Information Release Consent*

The screenshot shows the DRS CONNECT interface. On the left is a navigation menu with sections: Home (My Dashboard, My Profile, Two Factors Authentication, SMS, Equipment Checked Out, My Mailbox), My Accommodations (Information Release Consents, My Eligibility, List Accommodations, Alternative Testing, Agreements with Instructors), and contact information for Disability Resources and Services. The main content area features an 'IMPORTANT MESSAGE(S)' box with a warning icon, stating that no accommodation requests have been submitted for the current term. Below this is a 'Select Accommodations for Your Class' section with an 'Important Note' and a list of classes for selection. A blue arrow points from the 'Information Release Consents' menu item to the 'Select Accommodations for Your Class' section.

IMPORTANT MESSAGE(S)

Please read the following message(s) regarding your account:

- **Your To Do List:**
No Accommodation Requests Found
You have not submitted any accommodation requests for the current term. Please remember to request your accommodations after you register your classes.

If you have any questions, please contact our office.
Maricopa County Community College District
Office of Disability Resources and Services
Glendale 602-855-8863
Chandler 602-286-8170, Maricopa Skill Center 602-238-4390
Mesa 480-461-7447
Paradise Valley 602-787-7171
Phoenix 602-285-7477
Rio Salado 480-517-8562
Scottsdale 480-423-6517
South Mountain 602-243-8395

Select Accommodations for Your Class

Important Note

1. Course may take **up to 48 hours** to display in the system after you have registered for your courses. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Disability Resources and Services.
2. Your courses might not display below if you are part of the course waiting list.
3. If you are **unable to select the checkbox** from the list of courses below, that means you have submitted your request for accommodation for that course.
4. If you wish to **modify your accommodation request** (change, cancel a request) scroll down until your course is displayed and select either modify request or cancel request.

Step 1: Select Class(es)

- Summer 2016 - FON 241.0005 - PRINCIPLES OF HUMAN NUTRITION (CRN: 10834)
- Summer 2016 - SLG 101.0002 - AMERICAN SIGN LANGUAGE I (CRN: 10331)
- Spring 2016 - ARH 100.0002 - INTRODUCTION TO ART (CRN: 13372)
- Spring 2016 - CSC 180AA.0002 - COMPUTER LITERACY (CRN: 31380)

Sign Releases (con't)

Click the drop down menu and Complete (2) Releases:

1. *MCCCD DRS Guidelines and Expectations Form*

Read the content click submit

2. *Professors*

In the name area put "ALL MCCCD Professors" click submit

3. Other Releases are optional

These releases are good for a year unless you choose to extend it

The screenshot shows the Maricopa Community Colleges website. The header includes the logo and name 'MARICOPA COMMUNITY COLLEGES'. Below the header is a navigation bar with 'My Dashboard', 'Unified Blogs', 'Staff Access', and 'Notetaker'. The main content area is titled 'LIST INFORMATION RELEASE CONSENTS' and features a '2 Steps Process to Add Information Release Consent' section. A dropdown menu for 'Consent Type*' is open, showing options: Select One, Academic Advisors, DRS FERPA Student Communication Release Authorization, **MCCCD DRS Guidelines and Expectations Form** (highlighted), MCCCD Sign Language Interpreter Handbook, Neighbor, NorthBridge College Success Program, Parent or Guardian, Professors, Sign Language Interpreting Services Expectations, Spouse or Partner, and Vocational Rehabilitation Case Manager. Two blue arrows point from the 'MCCCD DRS Guidelines and Expectations Form' and 'Professors' options to the 'MCCCD DRS Guidelines and Expectations Form' option. The footer contains contact information for Disability Resources and Services, including phone, website, and email.

MARICOPA COMMUNITY COLLEGES

My Dashboard Unified Blogs Staff Access Notetaker

Home » My Dashboard » List Information Release Consents

SMS (Text Messaging)

Status: **In-Active**
Update Preference

Home

- > My Dashboard
- > My Profile
- > **Two Factors Authentication**
- > SMS (Text Messaging)
- > Equipment Checked Out
- > My Mailbox (Sent E-Mails)

My Accommodations

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > Agreements with Instructors

Any questions or concerns? Use the following contact information:
Phone: (480) 731 - 8000
Send Email Address

LIST INFORMATION RELEASE CONSENTS

2 Steps Process to Add Information Release Consent

Consent Type*: **Select One**

- Select One
- Academic Advisors
- DRS FERPA Student Communication Release Authorization
- MCCCD DRS Guidelines and Expectations Form**
- MCCCD Sign Language Interpreter Handbook
- Neighbor
- NorthBridge College Success Program
- Parent or Guardian
- Professors
- Sign Language Interpreting Services Expectations
- Spouse or Partner
- Vocational Rehabilitation Case Manager

NEED HELP?

Access Tutorials
Contact Our Office
Read Disclaimer

DISABILITY RESOURCES AND SERVICES

Maricopa County Community College District
2411 West 14th Street Tempe, Arizona 85281
Tempe, AZ 85281

Website: [Visit Our Website](#)
Email Us: drs.general@memo.maricopa.edu

Phone: (480) 731 - 8000
Fax: (623) 845 - 3273

Requesting Accommodations

1. Log onto **DRS CONNECT**
2. For Step 1, select classes you want accommodations
3. For Step 2 Click to *Continue to Customize Your Accommodation*

My Dashboard Unified Blogs Staff Access Notetaker

Home >> My Dashboard >> Overview

SMS (Text Messaging)
Status: **In-Active**
Update Preference

Home

- > My Dashboard
- > My Profile
- > Two Factors Authentication
- > Equipment Checked Out
- > My Mailbox (Sent E-Mails)

My Accommodations

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Send **Email Address**

OVERVIEW

IMPORTANT MESSAGE(S)

Please read the following message(s) regarding your account:

- Your To Do List:**
No Accommodation Requests Found
You have not submitted any accommodation requests for the current term. Please remember to request your accommodations after you register your classes.
If you have any questions, please contact our office.
Maricopa County Community College District
Office of Disability Resources and Services
Glendale 623-845-3080
Chandler Gilbert 480-857-5188
Estrella 623-935-8863
Gateway 602-238-8170, Maricopa Skill Center 602-238-4390
Mesa 480-461-7447
Paradise Valley 602-787-7171
Phoenix 602-285-7477
Rio Salado 480-517-8562
Scottsdale 480-423-6517
South Mountain 602-243-8395

Select Accommodations for Your Class

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Step 1: Select Class(es)

- Summer 2016 - FON 241.0005 - PRINCIPLES OF HUMAN NUTRITION (CRN: 10834)
- Summer 2016 - SLG 101.0002 - AMERICAN SIGN LANGUAGE I (CRN: 10331)
- Spring 2016 - ARH 100.0002 - INTRODUCTION TO ART (CRN: 13372)
- Spring 2016 - CSC 180AA.0002 - COMPUTER LITERACY (CRN: 31380)

Agreement to request accommodation language.

Step 2 - Continue to Customize Your Accommodations

LIST ACCOMMODATIONS FOR SPRING 2016

Refine Search Results: Search All

Refine Search

1. *Select Accommodations*

For each class you want particular accommodation

2. Make sure you click on:

Submit Your Accommodation Requests.

If you forget or want to remove an accommodation, you can always go back in to make changes.

My Dashboard Unified Blogs Staff Access Notetaker

Home >> My Dashboard >> Overview

SMS (Text Messaging)
Status: **In-Active**
Update Preference

Home

- > My Dashboard
- > My Profile
- > Two Factors Authentication
- > SMS (Text Messaging)
- > Equipment Checked Out
- > My Mailbox (Sent E-Mails)

My Accommodations

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > Agreements with Instructors

Any questions or concerns? Use the following contact information:
Phone: **(480) 731 - 8000**
Send **Email Address**

OVERVIEW

Final Step: Select Accommodation(s) for Each Class

FON 241.0005 - Principles Of Human Nutrition (CRN: 10834)

Instructor(s): **Mary-Angela Mauricio**
Days and Time(s): **TR at 10:00 AM - 12:00 PM**
Date Range(s): **07/05/2016 - 08/04/2016**
Location(s): **LSA 136 , HYBRID**

Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for FON 241.0005

Allow for short breaks from classroom Alternative Testing

SLG 101.0002 - American Sign Language I (CRN: 10331)

Instructor(s): **Danielle N Murray**
Days and Time(s): **M-R at 09:10 AM - 12:10 PM**
Date Range(s): **05/31/2016 - 06/30/2016**
Location(s): **LA 103**

Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for SLG 101.0002

Allow for short breaks from classroom Alternative Testing

Submit Your Accommodation Requests **Back to Overview**

Questions? Contact Us!
Please contact our office if you have any questions or concern.
Maricopa County Community College District
Office of Disability Resources and Services
Glendale 623-845-3080
Chandler Gilbert 480-857-5188
Estrella 623-935-8863
Gateway 602-238-8170, Maricopa Skill Center 602-238-4390
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Rio Salado 480-517-8562
Scottsdale 480-423-6517
South Mountain 602-243-8395

NEED HELP? **DISABILITY RESOURCES AND SERVICES**

1. DRS Advisor will review accommodations & email instructors and student
2. Contact DRS if you don't receive email by 2nd week of semester
3. Discuss with instructor specifics of accommodations, if needed

Access Class Notes in DRS CONNECT

(for those who qualify for this accommodation)

1. Sign into DRS CONNECT

2. Select *Notetaking Services* under

My Accommodations

SMS (Text Messaging)
Status: **In-Active**
Update Preference

Home
> My Dashboard
> My Profile
> SMS (Text Messaging)
> Equipment Checked Out
> My Mailbox (Sent E-Mails)

My Accommodations
> Information Release Consents
> My Eligibility
> List Accommodations
> Alternative Testing
> **Notetaking Services**
> Agreements with Instructors

Please read the following message(s) regarding your account:

- Your To Do List:**
 - BIO 202.0005 - Human Anatomy & Physiology Ii**
 - Alternative Testing: Your instructor has not submitted an alternative testing contract for this class. Please let your instructor know that the link to initiate an alternative testing contract is inside the faculty notification letter sent by our office.
 - BIO 202.0006 - Human Anatomy & Physiology Ii**
 - Alternative Testing: Your instructor has not submitted an alternative testing contract for this class. Please let your instructor know that the link to initiate an alternative testing contract is inside the faculty notification letter sent by our office.
 - Notetaking Services: No notetaker has been assigned to this class. If you know another student in the class that can be a good notetaker, please let us know.

If you have any questions, please contact our office.

Maricopa County Community College District
Office of Disability Resources and Services

Glendale 623-845-3080
Chandler Gilbert 480-857-5188
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Phoenix 602-285-7477
Rio Salado 480-517-8562
Scottsdale 480-423-6517
Sunnyslope 602-243-8395

Any questions or concerns?

View the classes & Available notes to download

My Dashboard
Home >> My Dashboard >> **Notetaking Services**

Login as User Feature

Back to My Profile

SMS (Text Messaging)
Status: **In-Active**
Update Preference

Home
> My Dashboard
> My Profile
> SMS (Text Messaging)
> Equipment Checked Out
> My Mailbox (Sent E-Mails)

My Accommodations
> Information Release Consents

NOTETAKING SERVICES

BIO 202.0005 - Human Anatomy & Physiology Ii

List of Notetaker(s):

- Name: [Redacted] Available Note(s) for Download (Click to Expand)
- Name: [Redacted] Available Note(s) for Download (Click to Expand)

BIO 202.0006 - Human Anatomy & Physiology Ii

No Notetaker has Been Assigned to this Class
If you know another student in the class that can be a good notetaker, please have them stop by the office or sign up electronically.

Questions? Contact Us!

Notes are listed by title

Back to My Profile

SMS (Text Messaging)
Status: **In-Active**
Update Preference

Home
> My Dashboard
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My Accommodations
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> My Eligibility
> List Accommodations
> Alternative Testing

BIO 202.0005 - Human Anatomy & Physiology Ii

List of Notetaker(s):

- Name: [Redacted] Available Note(s) for Download (Click to Expand)

- Notes for Week 4 (Wednesday)** Download Note
File Name: Scan0003.jpg
File Size: 346 KB Download Count: 3 Last Download: Tuesday, March 01, 2016 at 06:34:19 AM
- Notes for Week 4 (Wednesday)** Download Note
File Name: Scan0002.jpg
File Size: 443 KB Download Count: 2 Last Download: Tuesday, March 01, 2016 at 06:34:19 AM
- Notes for Week 4 (Monday)** Download Note
File Name: Scan0002.jpg
File Size: 440 KB Uploaded on: Thursday, February 11, 2016 at 06:28:15 PM
- Notes for Week 4 (Monday)** Download Note
File Name: Scan0001.jpg
File Size: 333 KB Uploaded on: Thursday, February 11, 2016 at 06:27:50 PM
- Notes for Week 3 (Wednesday)** Download Note