myDRS Orientation
Logging in

Disability Resources for Students

Mission Statement
Embedded in the core values of the University of Washington is a commitment to ensuring access to a quality higher education experience for a diverse student population. Disability Resources for Students (DRS) recognizes disability as an aspect of diversity that is integral to society and to our campus community. DRS serves as a partner in fostering an inclusive and equitable environment for all University of Washington students.

Autumn 2013 Hours
Mon-Fri. 8:30-5 pm

Speak with a DRS Counselor
Prospective or current students will have the opportunity to speak with a DRS counselor without an appointment.

Contact Us!
011 Mary Gates
Box 352806
Seattle, WA 98195-2808
drscounselor@uw.edu
206-543-6924 (Voice)
206-543-6925 (TTY)
206-616-8379 (Fax)

Testing Center
drcounselor@uw.edu
206-221-0117

Autumn 2013 Hours (starts Sept 3)
Mon-Fri. 8:30-5 pm
Office Closed
Oct 1, 8:30-10:30 (Student Life event)
Oct 9, 12:30-5 pm
Nov 11, All Day (Veteran's Day)
Nov 29-30, 8:30-5 pm
Getting started – eforms

• You might see the words, “Rights and Responsibilities”. Click on it, read the agreement then sign it electronically by typing your name

• You might see other agreements like “Audio Recording”, and “Equipment”
Navigating myDRS

University of Washington
Disability Resources for Students

My Dashboard

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.

Disability Resources for Students (DRS)
Mary Gates 911, Box 352608
Seattle, WA 98195-2608
Email: uwdrs@uw.edu
Website: http://disability.uw.edu
Phone: (206) 543 - 8924
Fax: (206) 616 - 6379

Select Accommodations for Your Class

Important Note
1. It takes up to 24 hours to show up after you registered your courses with your school. If you do not see one or all of your classes from the list below after 24 hours, please contact the office.
2. Your class might not show up below if you are part of class's waiting list (i.e., the class is full or need an override from the registrar office).
3. If you are unable to select the checkbox from the list of classes below, that means you have submitted your request for accommodation for that class.

Step 1: Select Class(es)
DRS Approved Accommodations
A more detailed explanation of many accommodations can be found at: http://deots.washington.edu/uwdrs/current-students/accommodations/

1. Accessible Texts or Materials
   • Alternative Format to Print

2. Alternative Testing
   • Calculator
   • Computer for Short Answer/Essay
   • Computer with Screenreader/Magnifying Software (Jaws, ZoomText)
   • Extra Time 2.00x on All Exams
   • Spelling/Grammar Check for Tests or Quizzes

3. Classroom Access
   • Audio Recording of Classes
   • Computer for In-class Assignments
   • Copies of PowerPoint Presentations and Overheads
   • Extra Time 2.00x on In-Class or Quick Turnaround Assignments
   • Spelling/Grammar Check for In-Class Assignments

4. Notetaking Services
   • Notetaking

5. Others
   • Priority Registration
4. Notetaking Services
   • Notetaking
5. Others
   • Priority Registration

Next steps for you to take:

• Log in to myORS with your UW NetID to review your rights and responsibilities, profile, notification settings, and to familiarize yourself with the process of requesting accommodations for each class.

• Submit your Faculty Notification Letter through myORS by the 1st week of class each quarter or as soon as possible if you are approved for new accommodations during a quarter.

• Once you have submitted your Faculty Notification Letter, you will need to arrange a time to meet with each professor and discuss the specific details of implementing your accommodations in each course.

  **Important Note:** For some accommodations an agreement or consent is also required. Please submit these as soon as possible after your faculty meeting.

• Request accommodations in a timely manner. Visit our Services Request Timeline for more information.

• Check your @uw.edu email frequently, as that is our primary means of communication.

• Want to learn more? Visit the DRS Resources or Campus Resources webpages.

If you have any questions or concerns please don’t hesitate to contact me. I look forward to working together in the coming year.

Sincerely,

Terri Dobrich
Counselor, Disability Resources for Students
tdobrich@uw.edu
Direct: (206) 685 - 3114
General Office Inquiries 206-543-8924
Request your accommodations - 1
Email Faculty Notification letter

Select the checkbox if you would like DRS to email this accommodation letter to your instructor(s) for MUS 1665.001 - Graduate Level Tuba course.

Important Note

Your request for accommodation has been APPROVED and any changes to your request will be reviewed by the staff for approval. When the staff makes a decision on your request, you will receive a notification. To view all pending request submitted for this class, please use the following link: View Pending Request(s).

Please contact our office if you have not received any update regarding your pending request within 3 business days.

Hint: If you have customized note (specific to this class) that needs to be included in the faculty notification letter, please enter it under Custom Notes.

Request History

Accommodation Request was Approved on Wednesday, September 04, 2013 at 01:59:46 PM by Kali Wagner.
Print Faculty Notification letter

OVERVIEW

Note: It may take up to 10 seconds to generate each PDF file.

Select Class: Select One

Generate PDF

Accommodation Request Currently is Not Available

Currently, you will not be able to submit your accommodation request. Have you registered your courses with the school? If you have registered your courses, please wait up to 24 hours before our system is updated.

If you need immediate assistance, please contact our office as soon as possible.

LIST ACCOMMODATIONS FOR FALL 2013

Refine Search Result: Search All

Previous Term Term: Fall 2013 Next Term

Number of Records Found: 1

Showing Records: 1 - 1

Navigate to Page: 1 Go Previous Next

HUS 1665.001 - Graduate Level Tuba (CRN: 1005)

Modify Request Cancel Request

Instructor(s): Kali Wagner

Days and Time(s): Not Specified

Date Range(s): Not Specified

Location(s): Not Specified

Request Status Notification letter
Notetaking with myDRS
The volunteer notetaker for your class will be uploading her/his notes to the myDRS database on a regular basis.

What happens once the notes are uploaded?

• You will receive an email notification that new notes are available

• You the notes (see next slides) can log in to myDRS and download
• Once logged-into your myDRS account, click on Notetaking Services in the “My Accommodations” menu on the left
- Click on **Available Note(s) for Download**
• Click on Download Note
Your notes should now be downloaded to your computer!
How to use the DRS Testing Center
Getting Started

• Request testing accommodations through myDRS

• Send or give your letter of accommodation to your instructor
Testing Contract

• No more Gold Form!

• Instead, you will need to complete the online DRS Testing Contract with your professor.
Meet with your instructor to complete the contract

- Bring a laptop, if possible
- Or bring a paper version of the contract—then fill out the contract online during/after the appointment
• Log into your myDRS account
• Click on Alternative Testing in the “My Accommodations” menu on the left
• Click on Submit Testing Contract in the upper right hand corner
• Step 1, select your class from the drop down menu
• Step 2, select DRS Testing Contract under “Select Contract Type”
• Step 3, click Continue to Fill Contract
Complete the myDRS Testing Contract
New questions that were not on the Gold Form

6. What would you like the student to do if clarification is needed during the exam, so that equitable grading can be ensured?
   - Have DRS call the professor at this number (Specify Below)
   - Have DRS email the professor at this address (Specify Below)
   - Other (Specify Below)

Additional Note or Comment

8. Students must schedule exams according to the times listed on the syllabus, unless otherwise discussed with the professor (and communicated to DRS). However, flexibility with start times may be needed to accommodate exam/class time overlap, DRS closure hours, etc. When flexibility is needed, exams may be scheduled under the following parameters:
   - 1 hour before/after class exam
   - 1 day before/after class exam
   - Any time same day
   - Other (example: “Student may take exam before, but not after class”). (Specify Below)

Additional Note or Comment
• Check that you agree to the terms and conditions of the contract
• Click Submit Alternative Testing Contract
Once the contract has been submitted, a copy of it is emailed to your professor.
Scheduling tests

• Schedule ahead of time: at least 5 days

• You can schedule all tests as soon as you have submitted a Testing Contract

• You may modify them later if something changes
From your Alternative Testing homepage, 
• select your class from the drop down menu  
• click **Schedule an Exam**
Please read the Terms and Conditions before you schedule exams.
• Fill out the exam detail form
• Check the boxes under Terms and Conditions to agree
• Click Add Exam Request
Modifying an exam schedule once you have scheduled it

You might need to reschedule if:
• The professor changes the date
• You entered the wrong information
• You have arranged with the professor to take it on a different day than the class

** Your professor must email drstest@uw.edu to approve any modifications
On your Alternative Testing homepage, find the scheduled exam and click on Modify Request
Late Exams

An exam is “late” if it is scheduled with fewer than 5 days advance notice.

All late exam requests must first be approved by DRS, on a space-availability basis, before they are scheduled.

DRS will contact you to either approve of the exam or suggest an alternative route.
When you schedule an exam for a date sooner than 5 days ahead, myDRS will provide you with a “Late Exam Notice.”

- Select the corresponding reason for the late request from the drop down “Reason” menu.
- Provide any additional information you’d like the Testing Center to know
- Check that you have read the late exam policy
- Click Submit Late Exam Request
Day of the Test

• Arrive at DRS a few minutes early
• Remember to bring anything you need for the exam (scantron, bluebook, notecards, model kit, etc).
• Contact DRS and your professor as soon as possible if there is an emergency and you are unable to make it on time.

Happy testing!