

DRS CONNECT: Student Application Process

To Request DRS Services

1. Apply at Maricopa Community College website OR your local college DRS website

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

1. 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 photo of Gene Heppard, Director of Disability Resources, Services, and TRIO Programs, Phoenix College, sitting in a wheelchair. A quote from Gene Heppard reads: "A disability need not limit one's access to an education beyond high school." Below the photo, there is a list of services: Testing Accommodations, Alternate Textbook Formats (audio, digital, Braille), Auxiliary Services (CCTV, FM System), Note-Taking Assistance, American Sign Language Interpreters, and Hardware and Software. A blue arrow points to the 'DRS CONNECT Request services here' button.

New Students

1. Click on *New Student?*
2. Complete the application
3. If you have a Maricopa MEID type when prompted otherwise, leave blank
4. Complete required fields. You have option to upload your disability documentation

The screenshot shows the Maricopa Community Colleges online services portal. 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 'New Student?' link, which has a subtext: 'Submit your application to receive accommodation from Disability Resources and Services.' Below the 'New Student?' link, there is a 'Sign Up as a Notetaker' link with a subtext: 'Submit your application to take notes for students with disabilities.'

****WAIT for DRS to contact you by email. Please read your email frequently for messages. When notified, you may call your local DRS office to schedule an intake appointment. If you have not heard from DRS in a week, please contact your local college DRS office.**

AFTER Intake

Sign into DRS CONNECT with your MEID & password to view:

- *View approved accommodations & details*
- *Request approved Accommodations*
- *Sign Releases*
- *View class notes (if applicable)*
- *Schedule Tests (when implemented by your college)*

The screenshot shows the Maricopa Community Colleges website. At the top left is the logo with the text 'MARICOPA COMMUNITY COLLEGES®'. Below the logo is a navigation bar with links: 'My Dashboard', 'Unified Blogs', 'Staff Access', and 'Website Control'. The main content area has a breadcrumb trail: 'Home > Welcome to Online Services'. On the left is a sidebar menu with 'Home' expanded, showing 'Online Services Home' and 'Unlocking My Account'. The main heading is 'WELCOME TO ONLINE SERVICES'. Below this 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 Information' form. To the right of the form are two promotional boxes: 'New Student?' with a blue icon and text 'Submit your application to receive accommodation from Disability Resources and Services.', and 'Sign Up as a Notetaker' with a yellow icon and text 'Submit your application to take notes for students with disabilities.'

Sign Releases

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

The screenshot shows the DRS CONNECT system interface. On the left is a sidebar menu with 'SMS (Text Messaging)' selected, showing 'Status: In-Active' and an 'Update Preference' button. Below this are sections for 'Home' (My Dashboard, My Profile, Two Factors Authentication, SMS (Text Messaging), Equipment Checked Out, My Mailbox) and 'My Accommodations' (Information Release Consents, My Eligibility, List Accommodations, Alternative Testing, Agreements with Instructors). A blue arrow points to the 'My Accommodations' section. The main content area has a yellow background with a red warning icon and the text 'IMPORTANT MESSAGE(S)'. Below this is a 'Your To Do List' section with the heading 'No Accommodation Requests Found' and text: 'You have not submitted any accommodation requests for the current term. Please remember to request your accommodations after you register your classes.' Below this is contact information for the Office of Disability Resources and Services at various locations. At the bottom of the main content area is a section titled 'Select Accommodations for Your Class' with an 'Important Note' section containing four numbered instructions. Below the instructions is a 'Step 1: Select Class(es)' section with a list of courses and checkboxes:

- 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*

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**

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
- > 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

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 602-286-8170, 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)

Agreement to request accommodation language.

Step 2 - Continue to Customize Your Accommodations

LIST ACCOMMODATIONS FOR SPRING 2016

Refine Search Result: 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 602-286-8170, 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

NEED HELP? DISABILITY RESOURCES AND SERVICES

1. DRS Advisor will review & 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 I
 - 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 I
 - 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 623-845-3060
Chandler Gilbert 480-857-5188
Estrella 623-935-8863
Gateway 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

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 I

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 I

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
> 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

BIO 202.0005 - Human Anatomy & Physiology I

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
File Name: Scan0006.jpg