

**SACRAMENTO CITY COLLEGE  
DISABILITY RESOURCE CENTER  
SERVICE REQUEST**

SEMESTER:  Summer  Fall  Spring  
YEAR: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student I.D. # \_\_\_\_\_  
**(Mandatory)**

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**TO RECEIVE SERVICES YOU MUST:**

- be currently enrolled in the SCC classes submitted on this form.
- have a completed Student Educational Contract (SEC) in your file authorizing service(s) you requested (if not, then make an appointment with a DRC counselor or LD Specialist). Only request accommodations authorized on your SEC.

**TO PICK UP INSTRUCTOR NOTIFICATIONS THE FIRST WEEK OF CLASSES:**

- turn in this form **at least two weeks** before your classes begin.

**TO PICK UP INSTRUCTOR NOTIFICATIONS AFTER CLASSES BEGIN:**

- allow at least five working days from the date you turn in this form.

***Pick up Instructor Notifications in the Learning Disabilities Office located in A-2.***

**CLASS INFORMATION**

CLASS	CODE	INSTRUCTOR	DAYS	TIME

**ATTACH A COPY OF YOUR CLASS SCHEDULE TO THIS FORMOVER**→

**EDUCATIONAL ACCOMMODATIONS REQUESTED**

<b>TAKING EXAMS &amp; QUIZZES</b>		
<input type="checkbox"/> Extended time _____ X <input type="checkbox"/> Distraction-reduced setting <input type="checkbox"/> Assistive Technology: software _____ hardware _____ <input type="checkbox"/> Non-adapted computer <input type="checkbox"/> Spell checker or dictionary	<input type="checkbox"/> Enlarged print/font size _____ <input type="checkbox"/> Brailled text <input type="checkbox"/> #__Instructor approved notecard(s) <input type="checkbox"/> Reader <input type="checkbox"/> Scribe for: <input type="checkbox"/> Exams/Quizzes <input type="checkbox"/> Transfer to Scantron <input type="checkbox"/> Oral testing/Kurzweil	<input type="checkbox"/> CCTV/magnifier <input type="checkbox"/> 4 function Calculator <input type="checkbox"/> #_____ break(s) every _____ minutes <input type="checkbox"/> _____
<b>WRITING CLASS NOTES &amp; ASSIGNMENTS</b>		
<input type="checkbox"/> Tape recording lectures <input type="checkbox"/> Shared notes (in-class volunteer using NCR paper) <input type="checkbox"/> Use of personal equipment: _____	<input type="checkbox"/> <u>Class Assistant:</u> <input type="checkbox"/> Notetaking format: <input type="checkbox"/> E-mail Notes or <input type="checkbox"/> Handwritten <input type="checkbox"/> Scribing (writing for in-class work) <input type="checkbox"/> Lab assisting duties: _____ _____	
<b>SEEING WRITTEN MATERIALS</b>		
<input type="checkbox"/> Alternate Format Materials: <input type="checkbox"/> E-Text <input type="checkbox"/> MP3 <input type="checkbox"/> Braille <input type="checkbox"/> Enlarged print/font size _____ <input type="checkbox"/> Adapted computer <input type="checkbox"/> CCTV / magnifier <input type="checkbox"/> Reader		
<b>HEARING LECTURES &amp; DISCUSSIONS</b>		
<input type="checkbox"/> Sign language interpreter <input type="checkbox"/> Real-time captioner	<input type="checkbox"/> Oral interpreter (lipreading) <input type="checkbox"/> Assistive listening device	<input type="checkbox"/> Closed/open captioning <input type="checkbox"/> _____
<b>USING CAMPUS FACILITIES &amp; EQUIPMENT</b>		
<input type="checkbox"/> Table and/or chair in classroom <input type="checkbox"/> Preferential seating (front row) <input type="checkbox"/> locker wheelchair height _____ <input type="checkbox"/> _____ <input type="checkbox"/> Assistive technology: software _____ hardware _____		
<b><u>FOR DRC STAFF:</u></b>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> SEC Checked   _____ Initials _____ Date </div> <div style="width: 60%;"> <b>NOTES:</b> _____  _____  _____ </div> </div>		

**Due to the number of requests received, we may be unable to fill late requests.**

I understand that it is my responsibility to inform the DRC of any changes to my class schedule and to follow-up with the DRC about my service request status.

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_