

Student Guide to Registering with the Disability Resource Center

Visit **emich.edu/DRC** to complete the following steps

DRC Initial Intake Questionnaire

All students seeking services from the DRC must complete the “DRC Initial Intake Questionnaire” by clicking the link located on the front page of the DRC website.

Schedule an Appointment

Once the student has completed the DRC Initial Intake Questionnaire, they must schedule a meeting with a Case Manager by clicking the “Schedule an Appointment” link located on the front page of the DRC website.

Documentation

Students must provide supporting documentation to their Case Manager. Documentation may include an IEP, 504 Plan and medical documentation from doctors and/or therapists. This can be submitted online with the DRC Initial Intake Questionnaire, in person at the student’s first Case Management meeting or via email/mail/fax before their first meeting.

Letter of Accommodation

Upon completion of the student’s first appointment and submission of their proper documentation, a Letter of Accommodation (LOA) will be created. The student’s LOA will be emailed to their EMU email address, where they then have the option to provide a letter to each of their instructors to be able to receive their accommodations.