

# DRC CHECKLIST

## After your appointment

**IMPORTANT NOTE:** Steps depend on each student's assigned accommodations.  
If you are unsure what steps you need to take each term please ask a DRC staff member.

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### Request Accommodations

- Watch video



- You will need to request your accommodations each term through AIM. <https://denali.accessiblelearning.com/Clackamas/>  
If you don't do this your instructors will not know what accommodations you receive.
- Your login for AIM is your myclackamas login. The username is the first half of your student email only.

### Request Alternative Format/E-text

- Watch video



- Alternative Format can be e-text/audio books, braille, high contrast, or enlarged text. Students with this accommodation will need to request e-text each term through AIM. Please do this as soon as possible as it can take up to 4 weeks to locate and provide an accessible version of the material.
- To access a reader for your material login to Kurzweil or create a free account.



### Recording lectures

Here are the options for recording lectures to support notetaking. Please let the DRC know which one you want to use by [emailing drc@clackamas.edu](mailto:drc@clackamas.edu).

- **Echo Smartpen**



This can be checked out for free each term you attend Clackamas Community College.

- **Glean**



DRC will renew your access each term you attend Clackamas Community College.

**Request CART Services**



- Some examples of CART services include captions, transcription, and ASL interpreters. Please do this as soon as possible as these services may take up to 4 weeks to coordinate. Without enough time this service may not be provided or provided late. Requests can be made by completing the form on our website.

**Request ADA Furniture**



- Each term students with the assigned ADA Furniture Accommodation can request ADA furniture to be placed in their on-campus classrooms only. ADA Furniture Request form is located on our website.

**Speak with your instructor about your Flexibility Accommodations**



**Speak with instructors about Memory Accommodations**

- Memory Prompt Guidelines



**Set up Check-In Appointments with the DRC**

- Check-in appointments are optional and provide the student with additional support and a time to ask for help. These appointments can occur regularly or as needed. If you need an appointment email the DRC, drop by our office, or schedule online using Navigate.

**Receive Training on Assistive Technology for your accommodations**

