Welcome to Boston’s DRC

Professor Notification Letters

DRC students approved for academic and/or classroom-based accommodations must request Professor Notification Letters (PNLs) at the start of every new academic semester to inform course instructors of approved DRC accommodations.

This is **NOT an automated process** and students are responsible for submitting these requests through their DRC portal. Follow the steps in the section below on how to log onto your portal to submit these letter requests.

Accessing Your DRC Student Portal

Visit the DRC website (www.northeastern.edu/drc)

Click on the “Registered Student” tab on the top

Click on the red button that reads “Access Your DRC Portal”

Navigate requests from the drop-down menu

Monday–Thursday: 8 AM – 7 PM EST
Friday: 8:00 AM – 5:00 PM EST

Scheduling Room Reserves

If you are a DRC Student approved for any testing-based accommodations, make sure you reserve testing space **at least one week before** tests or quizzes and **two weeks before** midterms or finals via your DRC portal following the steps:

Visit www.northeastern.edu/drc

- Click on “Registered Students”
- Click on “Access Your DRC Portal”
- Select “Room Reserve” and follow the prompts to submit a new request.
  - Include any extended time in your reservation and any technology needs.
- Your professor will be notified to send your exam to the DRC and complete an exam accommodation form with proctoring instructions.

Ensure all exams are scheduled within DRC operating hours, for Spring 2024 semester hours, see “Hours of Operation.”

Taking Exams at the DRC

If you are a DRC Student approved for any testing-based accommodations, make sure you reserve testing space **at least one week before** tests or quizzes and **two weeks before** midterms or finals via your DRC portal following the steps:

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- Your professor will be notified to send your exam to the DRC and complete an exam accommodation form with proctoring instructions.

Ensure all exams are scheduled within DRC operating hours, for Spring 2024 semester hours, see “Hours of Operation.”

Contact Us

DRC@northeastern.edu  www.drc.sites.northeastern.edu
617-373-2675  20 Dodge Hall

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