AIM Student FAQ Sheet  
Center for Accessibility Resources & Disability Services  
2019-2020

How to Access AIM
➢ Log into AIM at https://hood.accessiblelearning.com/Barnard/ using your CU UNI and password.

How to Receive Faculty Notification Letters
➢ Once you have been registered with CARDS for a full semester you can check-in online.
➢ If you need to discuss any potential updates to your plan, please don’t check-in online.
  Instead, please schedule an appointment with before getting your faculty notification letters.
➢ Log into AIM: https://hood.accessiblelearning.com/Barnard/
➢ You will submit your accommodation requests to CARDS staff by checking the checkbox next
to each class you’d like to request accommodations for each semester. These classes should
now show up automatically. Please allow up to 48 hours if you have recently added a class to
your schedule.
➢ Select which of your accommodations you are requesting for each course.
➢ CARDS staff will review your accommodation requests and send your faculty notification letters
to your instructors via email.
➢ Please refer here for further Accommodation Agreement Form instructions if you are
requesting accommodations while CARDS is operating remotely Spring 2020.
➢ CARDS staff will email you when your Accommodation Agreement Form is ready for pick-up.
  You are required to pick-up your Accommodation Agreement Form in person, and
  communicate with your faculty member to notify them of your accommodation plan. They will
  sign your Accommodation Agreement Form indicating that they are aware of your
  accommodations and will be implementing them in class. You are expected to submit this
  signed form back to the office within one week of meeting with each professor.

Before Scheduling an Exam
➢ In order to schedule exams with CARDS online through AIM you must submit the signed
  Accommodation Agreement Form back to CARDS, and make sure that your faculty member
  has filled out the online alternative testing contract link that we sent to them in the emailed
  faculty notification letter. Please note: You are not able to submit your own alternative testing
  contracts, so if you have any difficulty getting your professor to fill out the online contract,
  please call us at 212-854-4634 so we can assist you in the interim. If your professor still has
  not completed the contract at least 3 business days before your test you must either come
  into the office OR email us no less than 3 business days ahead of time with all your test details
  so we can make interim arrangements for you while continuing to remind your professor to
  complete the contract.
➢ Please call us as soon as possible if you have a test coming up and you have
  returned your Accommodation Agreement Form, but you still cannot sign up online
  through AIM for your class exam/quiz as we can help you while your professor is
  taking time to do the contract if you let us know a test is coming up soon.
➢ Once your professor has completed the online contract, you may view it by first logging into
AIM at https://hood.accessiblelearning.com/Barnard/
On the left-hand side of your AIM profile under "My Accommodations", click on "Alternative Testing"

- I understand I must allow at least one week for the instructor to make arrangements to provide an accommodation such as extended time on an exam as it may take some time for a professor to make necessary arrangements.
- I understand it's my responsibility to inform ODS of any of the below courses I drop by marking "Dropped" on the signature line AND cancelling my request in AIM on my student page.

**LIST ACCOMMODATIONS FOR SUMMER 2017**

Refine Search Result: Search All

Previous Term Term: Summer 2017 Next Term

**Figure 3. Viewing Alternative Testing Contract (1 of 2)**

- Once your professor has submitted the contract, you will be able to choose that course from the “Select Class” dropdown
- After choosing the course, select the button “View Alternative Testing Detail”

There you will be able to see any special instructions your professor has for you

If you believe there is a mistake in the instructions (for example, the instructions may not have indicated that you may use your notes during an exam when you believe you should be able to) please email your professor asking for clarification and CC cards@barnard.edu so we may update your instructions accordingly once your professor has responded

**How to Schedule an Exam**

- After you have returned the signed Accommodation Agreement Form back to CARDS, and your professor has approved the online contract, you may schedule exams using AIM.
- Please note: Make sure to schedule your exam 7-10 business days ahead of the scheduled exam date and ensure that you are scheduling within our 9am-5pm office hours. You should schedule your exam to begin at the same time as your class exam UNLESS you have a conflict due to your accommodations (such as extended time) that would make you miss your next
class or if you need to take the exam earlier in the business day due to the class exam taking place in the evening.

➢ **We recommend that you schedule all of your exams at the beginning of the semester once your contracts have been approved.**

➢ Log into AIM at https://hood.accessiblelearning.com/Barnard/
➢ On the left-hand side of your AIM profile under “My Accommodations”, click on “Alternative Testing”
➢ Choose your course from the “Select Class” dropdown menu
➢ Select the button “Schedule an Exam”

![Figure 5. Scheduling an Exam](image)

➢ Complete the required information in order to schedule your exam.
➢ You will receive a confirmation email when you have added an exam
➢ You will also receive a confirmation email once CARDS has reviewed your exam and approves it or makes modifications to it
➢ To receive text message reminders about your exam, click on the “SMS (Text Messaging)” link on the left and then complete the necessary fields

**How to Schedule a Final Exam**

➢ Log into AIM at https://hood.accessiblelearning.com/Barnard/
➢ On the left-hand side of your AIM profile under “My Accommodations”, click on “Alternative Testing”
➢ Choose your course from the “Select Course” dropdown menu
➢ Select the button “Schedule an Exam”
➢ Complete the required information in order to schedule your exam.
➢ Under “Request Type” choose the final exam option

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You may only schedule a final exam time for 9:00 am, 11:30 am, 1:00 pm (If you have an afternoon exam and have double time accommodations, please select the 11:30 am time. If your scheduled final exam time is after 1:00 pm, please select the 1:00 pm time). We will work with you if any times are necessary outside of these ranges if your professors are giving shorter final exams.

Reviewing Important Correspondence/Messages

➢ You may view messages we have sent to you, your professor, email reminders, and other important messages by logging into AIM at https://hood.accessiblelearning.com/Barnard/

➢ Select the “My Inbox (Sent E-Mails) tab on the left

How to drop or add a class to my schedule after I’ve already done my check-in

➢ ADDING NEW COURSES FOR NEW STUDENTS: Please allow up to 48 hours for your newly registered class to show up in AIM. Please note that we will create an updated Accommodation Agreement Form for you that includes your updated class. We will let you know when it is ready for pick-up!

Questions, Comments, or Concerns?
Feel free to contact us Monday through Friday, 9:00 am to 5:00 pm:
Center for Accessibility Resources & Disability Services
101 Altschul Hall
Phone: (212) 854-4634 (voice/TTY)
Fax: (212) 280-8768
Email: cards@barnard.edu

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