

# REQUESTING ACCOMMODATIONS IN AIM



click QR code for website

## SELECT THE CLASSES YOU WANT ACCOMMODATIONS FOR

**IMPORTANT MESSAGE(S)**

Please read the following message(s) regarding your account:

- Your To Do List**
  - No Accommodation Requests Found**  
You have not submitted any accommodation requests for the current term. Please remember to request any accommodations needed for your classes in a timely manner.

**Select Accommodations for Your Class**

**Important Note**

- Courses may take up to 48 hours to display in the system after you have registered for them. If you do not see one or more of your courses in the list below 48 hours after registering, please contact Disability Resources.
- Your courses might not display below if you are part of the course waiting list.
- To request accommodations, select the checkbox(es) for the courses where they are needed, then click the button below to go to the next page to select your accommodations.
- If you are unable to select a checkbox from the list of courses below, that means you have already submitted your request for accommodations for that course.
- If you wish to modify your accommodation request (change or cancel a request), scroll down until your course is displayed and select either **Modify Request** or **Cancel Request**.

**Step 1: Select Class(es)**

- Fall 2021 - ACCT 327.508 - FINANCIAL REPORTING I (CRN: 114184)
- Fall 2021 - FINC 341.501 - BUSINESS FINANCE (CRN: 113210)
- Fall 2021 - MKTG 299.503 - MKTG PROF ORG INVOLVEMNT (CRN: 146795)
- Fall 2021 - MKTG 435.500 - ADVANCED SELLING (CRN: 145321)
- Fall 2021 - MKTG 448.903 - MARKETING STRATEGY (CRN: 143406)

Please remember that students should still meet with their instructors to review their accommodation needs and discuss how they will implement their approved accommodations. Disability Resources recommends setting up an appointment if the student is not able to attend posted office hours.

**Step 2 - Continue to Customize Your Accommodations**

Login to AIM -- you can use the QR code above to find the link! Once you are registered, your classes will automatically appear! Select any and all classes that you would like accommodations for. Then click *Continue to Customize Your Accommodations*.

## CHOOSE THE ACCOMMODATIONS TO REQUEST FOR EACH CLASS

**CRDS BC4321.02 - Cards Team Updating Aim Test Course (CCN: 54321)** [Class Details](#)

Instructor(s): **ANGELENE PRENDERGAST-SANTIAGO, SOHIRA IDREES, REBECCA SIME NAGASAWA, CAITLIN MCGUIRE, NIKKI RODERMAN, BAILIE GREGORY**

Days and Time(s): **TR at 10:10 AM - 11:25 AM**

Date Range(s): **07/05/2022 - 08/09/2022**

Location(s): **Alt 101 (Campus: BC)**

Select the check box if you have entered a **WRONG CCN**. You will not be required to specify your accommodation for this class.

**Select Accommodation(s) for CRDS BC4321.02**

<input type="checkbox"/> Ability to request material to be presented in a multi-modal fashion, i.e. putting examples on board	<input type="checkbox"/> Access to Professor's PowerPoint/lecture notes ahead of time as negotiated with faculty	<input type="checkbox"/> Access to water and/or food during class as needed
<input type="checkbox"/> Alternative Testing	<input type="checkbox"/> Disability-related absences in addition to professor's attendance policy per semester	<input type="checkbox"/> Clean License for Audio Recording Lectures
<input type="checkbox"/> Handouts permitted to assist student during presentations	<input type="checkbox"/> Notetaking Services	<input type="checkbox"/> Occasional assignment extensions (typically 2 per semester) arranged directly with faculty
<input type="checkbox"/> Permission to leave class when necessary	<input type="checkbox"/> Preferential seating upon request by student	<input type="checkbox"/> Request that classes be held in accessible buildings
<input type="checkbox"/> Special seating arrangements to facilitate lip reading in class	<input type="checkbox"/> Use of assistive technology to view board in class	<input type="checkbox"/> Use of extended time during presentations
<input type="checkbox"/> Use of FM System in Class		

**Submit Your Accommodation Requests** **Back to List**

You can select different accommodations for each course!

When you are done, select *Submit Your Accommodation Requests*

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## I'VE REQUESTED ACCOMMODATIONS BUT HAVEN'T HEARD ANYTHING?

You can see what accommodations have been requested by clicking the *List Accommodations* option on the right side toolbar

The screenshot shows a sidebar menu titled 'My Accommodations' with options: My Eligibility, List Accommodations (circled in red), Alternative Testing, Notetaking Services, My Documents, and My E-Form Agreements. An arrow points from the text on the left to the 'List Accommodations' option. To the right, the 'Request Status' section shows a green checkmark icon, the word 'Approved', and a list of request details: First Entered by: Sohira Idrees, First Entered on: 05/27/2022 at 12:17 PM, Last Updated by: Rebecca Sime Nagasawa, Last Updated on: 06/02/2022 at 03:17 PM. Below this, it lists 'List Accommodation(s) Selected for CRDS BC1234.01' with one item: Ability to request material to be presented in a multi-modal fashion, i.e. putting examples on board.

## WHAT DOES THE STATUS OF MY ACCOMMODATIONS MEAN?

Approved	CARDS Staff have verified your request
Emailed	Professors have been emailed your accommodations request
Confirmed	Professor has seen your accommodation request and acknowledged it

# MODIFYING ACCOMMODATIONS IN AIM



click QR code 30 second how-to

## I NEED TO ADD OR CHANGE THE ACCOMMODATIONS IN MY CLASS

Once in AIM, you will have your courses listed with each accommodation already requested in that class. If you recently added an accommodation to your plan or need to adjust the accommodations to a specific class, click 'Modify Request'

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ating Aim Test Course (CCN: 54321) [Modify Request](#) [Cancel Request](#)

NDERGAST-SANTIAGO, SOHIRA IDREES, REBECCA SIME NAGASAWA  
- 11:25 AM  
08/09/2022  
IS: BC)

Notification Letter

Sohira Idrees  
06/07/2022 at 09:55 AM

Status: **Not Available [Read by Instructor]**  
Last Read in Instructor Portal: 07/15/2022 at 04:39 PM

Approved

First Entered by: Sohira Idrees  
First Entered on: 06/07/2022 at 09:55 AM  
Last Updated by: Sohira Idrees  
Last Updated on: 08/05/2022 at 04:50 PM

Status: **Not Available [Read by Instructor]**  
Last Read in Instructor Portal: 07/15/2022 at 04:39 PM

Select Accommodation(s) for CRDS BC4321.02

- Ability to request material to be presented in a multi-modal fashion, i.e. putting examples on board
- Alternative Testing
- Handouts permitted to assist student during presentations
- Permission to leave class when necessary
- Special seating arrangements to facilitate lip reading in class
- Use of FM System in Class
- Access to Professor's PowerPoint/lecture notes ahead of time as negotiated with faculty
- Disability-related absences in addition to professor's attendance policy per semester
- Notetaking Services
- Preferential seating upon request by student
- Use of assistive technology to view board in class
- Access to water and/or food during class as needed
- Gain License for Audio Recordings of Lectures
- Occasional assignment extensions (typically 2 per semester) arranged directly with faculty
- Request that classes be held in accessible buildings
- Use of extended time during presentations

Select the accommodation you're adding or taking away from the class, similar to how you originally requested accommodations to this course.

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# MODIFYING ACCOMMODATIONS IN AIM

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click QR code 30 second how-to

## I NEED TO ADD OR CHANGE THE ACCOMMODATIONS IN MY CLASS

The screenshot shows the AIM system interface for managing accommodations. On the left, there are sections for 'Services', 'Agreements', and 'Questions or concerns?'. The main area contains a grid of checkboxes for various accommodations, including 'Handouts permitted to assist student during presentations', 'Notetaking Services', 'Occasional assignments (typically 2 per semester) directly with faculty', 'Permission to leave class when necessary', 'Preferential seating upon request by student', 'Request that classes be held in accessible buildings', 'Special seating arrangements to facilitate lip reading in class', 'Use of assistive technology to view board in class', and 'Use of extended time during presentations'. Below this grid is an 'Important Note' section with text explaining the approval process and a link to 'View Pending Request(s)'. At the bottom, there are four buttons: 'Update Request' (highlighted with an orange circle), 'Cancel Request', 'Back to List', and 'View Request History in Detail'.

Select 'Update Request.' The status your notification letter and faculty acknowledgement will appear just as it did with your originally requested accommodations. If accommodations need to be cancelled in a class, press 'Cancel Request.'

The screenshot shows the 'Notification Letter' section of the AIM system. At the top, there are links for 'Modify Request' and 'Cancel Request'. Below this, the student's name is listed: 'SANTIAGO, SOHIRA IDREES, REBECCA SIME NAGASAWA, I RODERMAN'. The 'Notification Letter' section shows the status as 'Emailed [Instructor Confirmed]' and provides the following information: 'Last Emailed: 06/29/2022 at 04:36 PM' and 'Last Read in Instructor Portal: 07/25/2022 at 02:54 PM'. The 'Other Information' section contains two links: 'View Complete Request History' and 'View Faculty Notification Letter Notes'.