REQUESTING ACCOMMODATIONS IN AIM

**SELECT THE CLASSES YOU WANT ACCOMMODATIONS FOR**

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**

You can select different accommodations for each course!

When you are done, select Submit Your Accommodation Requests.
REQUESTING ACCOMMODATIONS IN AIM

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.

WHAT DOES THE STATUS OF MY ACCOMMODATIONS MEAN?

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>CARDS Staff have verified your request</td>
</tr>
<tr>
<td>Emailed</td>
<td>Professors have been emailed your accommodations request</td>
</tr>
<tr>
<td>Confirmed</td>
<td>Professor has seen your accommodation request and acknowledged it</td>
</tr>
</tbody>
</table>

additonal questions?
email cards@barnard.edu
MODIFYING ACCOMMODATIONS IN AIM

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'.

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

additional questions?
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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.'

Additional questions?
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