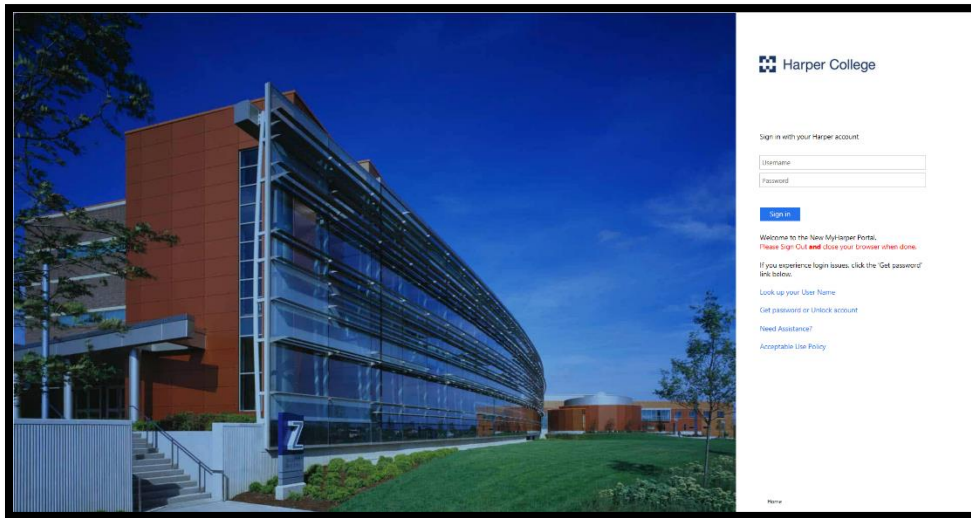


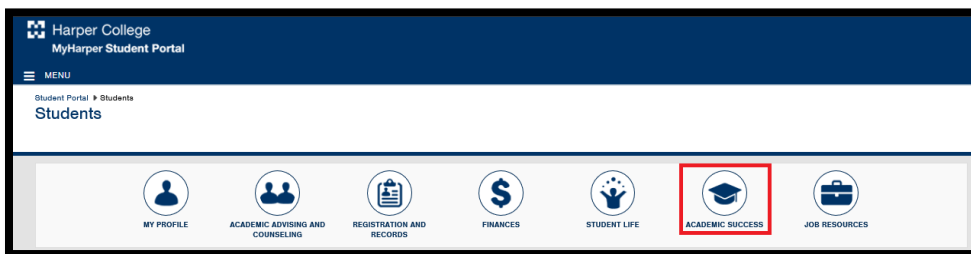
AIM: HOW TO MAKE ALTERNATE FORMAT BOOK REQUESTS FOR STUDENTS

1. Log into AIM through your student portal



a.

2. Click on **Academic Success**



a.

3. In the Access and Disability box, click on **Manage your Accommodations (AIM)**

Student Portal > Students > Academic Success
Academic Success

LIBRARY TUTORING CENTER WRITING CENTER SUCCESS SERVICES DEVELOPMENTAL MATH LAB COMPUTER LAB SUPPLEMENTAL INSTRUCTION

Library Resources Library Catalog Library Databases Your Library Account Course Reserves	Contact the Library	ASC Resources Academic Support Center Schedules - Fall 2017 Supplemental Instruction Session Calendar - Fall 2017 Writing Center online Submission Form	Contact ASC	Access and Disability S Request captioning or interpreting services Manage your accommodations (AIM) Apply to ADS Information about Services	Contact Access and Dis...
		English as a Second Language (ESL) Schedule your ESL testing appointment Schedule your ESL advising appointment Schedule your ESL tutoring appointment			

a.

Access and Disability S **Contact Access and Dis...**

Request captioning or interpreting services

Manage your accommodations (AIM)

Apply to ADS

Information about Services

b.

4. Select the courses you would like accommodations for by checking the box next to the course name and follow the steps on the screen

Select Accommodations for Your Class

Important Note

1. Course may take **up to 48 hours** to display in the system after you have registered for your courses. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Access and Disability Services.
2. Your courses might not display below if you are part of the course waiting list.
3. If you are **unable to select the checkbox** from the list of courses below, that means you have submitted your request for accommodation for that course.
4. If you wish to **modify your accommodation request** (change, cancel a request) scroll down until your course is displayed and select either modify request or cancel request.

Step 1: Select Class(es)

- Spring 2017 - NET 122.W01 - INTERNET PROTOCOLS (CRN: 60050)
- [Requested] Spring 2017 - WEB 170.W01 - WEB GRAPHICS/PROTOTYPING (CRN: 64115)
- [Requested] Spring 2017 - WEB 200.W01 - WEB SCRIPTING FOUNDATIONS (CRN: 65249)
- [Requested] Fall 2016 - CAS 175.W80 - DESKTOP PUBLISHING SOFTWARE (CRN: 36209)
- [Requested] Fall 2016 - NET 105.W01 - IT FUNDAMENTALS (CRN: 33174)

a.

By submitting the form, I am requesting academic accommodations or other services as an individual with a disability; as defined by Federal law. Accommodations and services are provided in accord with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990; as respectively amended.

Student Responsibilities:

- It is the student's responsibility to request an accommodation and to follow the processes and procedures of Access & Disability Services and Harper College.
- Students must request accommodations in a timely manner and they must participate in the process for utilizing the accommodation. Students who do not request accommodations or participate in the process may not be entitled to use the accommodations.
- Students may choose not to use an approved accommodation at any time. When a student chooses not to use an accommodation, Access & Disability Services and Harper College are under no obligation to ensure that the accommodation is provided to the student.
- Students may choose to request, obtain, or implement an approved accommodation at any point in the semester.
- Students are responsible for providing a copy of their approved Accommodation Plan to Instructors, requesting to use any approved accommodations, and providing necessary forms in a timely manner.
- Students are responsible for communicating to Access & Disability Services staff any concerns or problems with use or access to an approved accommodation.

Harper College Responsibilities:

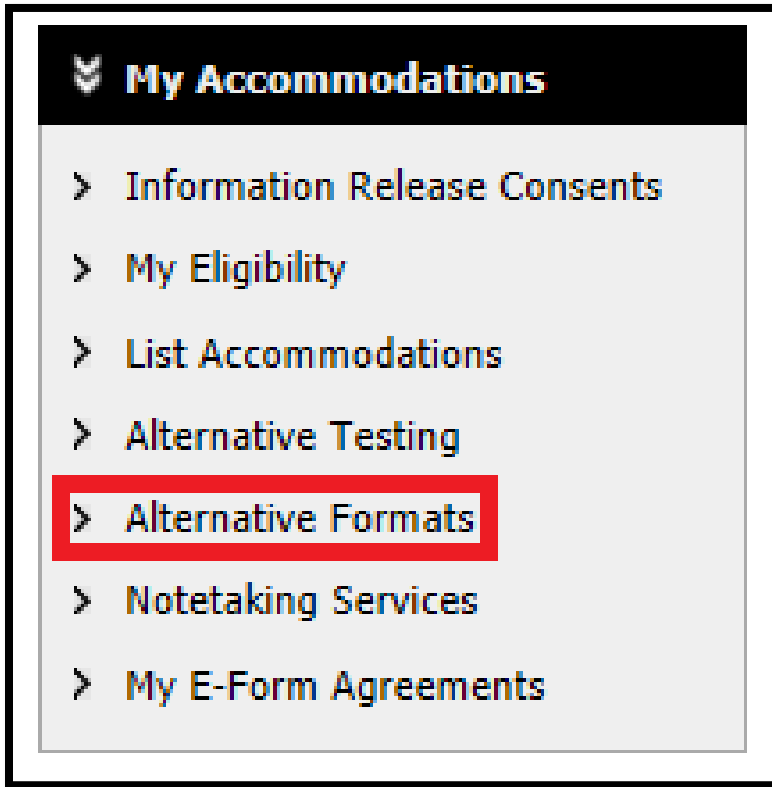
- Harper College, through Access & Disability Services, will provide reasonable accommodations to students, employees, and visitors in accord with applicable Federal, State, and local laws.
- Use of approved accommodations is not retroactive, and will become ensured at the point in time the student provides a copy of the approved Accommodation Plan to their Instructor for classes; or to the appropriate College official for other non-class services and programs offered by Harper College.
- Harper College will maintain a process by which disability-based discrimination complaints will be addressed.

Step 2 - Continue to Customize Your Accommodations

b.

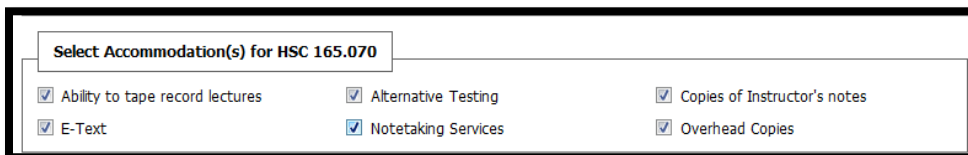
- c. Online web courses will come up as an error, ignore that

5. Confirm class accommodations
6. Under “My Accommodations”, select “Alternative Formats”



a.

7. For each course, go through and select accommodation. Make sure to select the accommodation related to alt format: **E-Text**



a.

8. After you select the accommodations for all courses of your choosing, scroll down and click “Submit Your Accommodation Requests”



a.

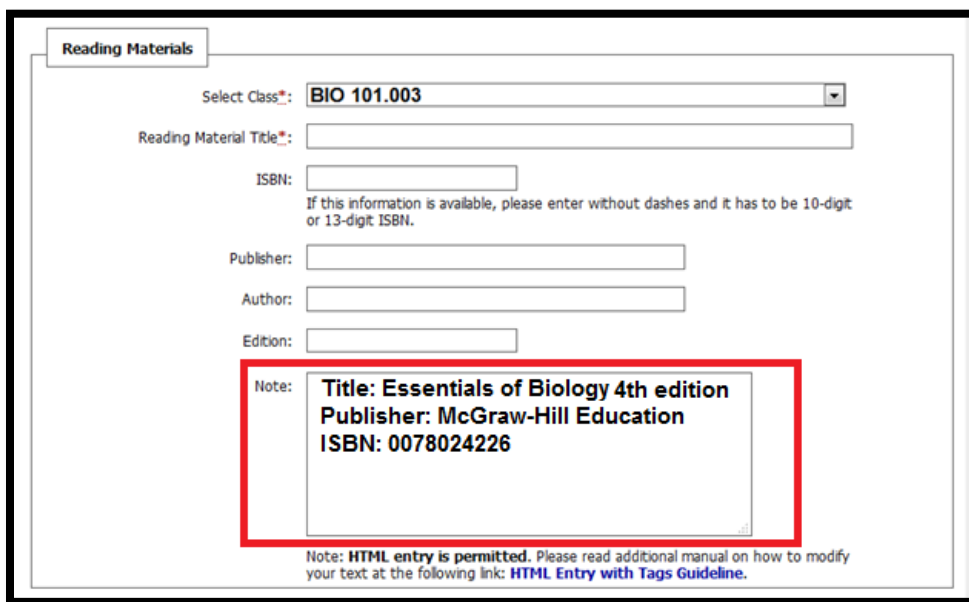
9. You should then see the following dialogue on your screen:



a.

10. ADS will see your accommodation requests and then they will contact the student with available information for e-text books via email.

11. Under Reading Material Title, type in the course name and section number (e.g., BIO 101.003)

A screenshot of a web form titled "Reading Materials" in a tabbed interface. The form contains several input fields: "Select Class*" with a dropdown menu showing "BIO 101.003"; "Reading Material Title*" (empty); "ISBN:" (empty); "Publisher:" (empty); "Author:" (empty); and "Edition:" (empty). Below these is a "Note:" section with a red border containing the text: "Title: Essentials of Biology 4th edition", "Publisher: McGraw-Hill Education", and "ISBN: 0078024226". At the bottom, a small note states: "Note: HTML entry is permitted. Please read additional manual on how to modify your text at the following link: [HTML Entry with Tags Guideline](#)."

a.

12. In the Notes section, type in the following information:

- a. The book title and edition
- b. Publisher Name
- c. ISBN

13. Click Submit Request

