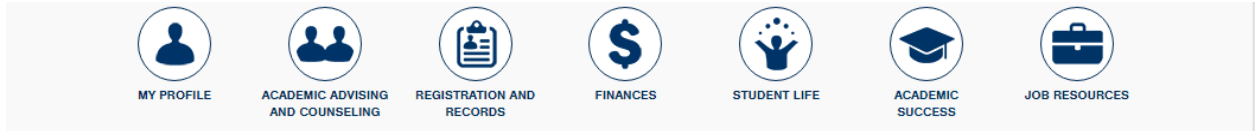
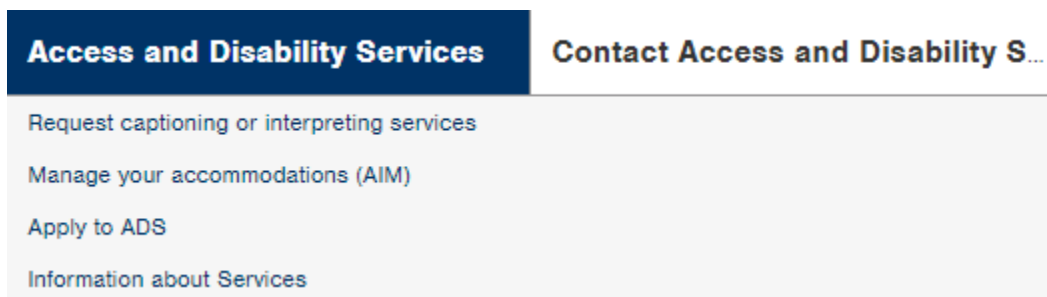


HOW TO REQUEST ACCOMMODATIONS IN AIM

1. Click Academic Success



2. Click Manage Your Accommodations (AIM)



3. Click Harper Disclaimer and Agreement, read, sign and submit

A screenshot of a web dashboard titled "My Dashboard" with a sub-section "Required Forms". The page shows a "REQUIRED FORMS" section with an "Action Required" message: "System finds the following form(s) for you to read and sign before you can proceed accessing your dashboard:". A link labeled "Harper Disclaimer and Agreement" is provided. Below this is a yellow box with contact information for "Access and Disability Services (ADS)", including address, phone, and email. At the bottom, there is a "Your Consent" section with a "Signature*" field and a "Submit Form" button.

4. Select classes you want to request accommodations for

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 2016 - ENG 102.037 - COMPOSITION (CRN: 60275)
- Spring 2016 - MTH 082.005 - DATA MODELING WITH ALGEBRA (CRN: 64870)
- Spring 2016 - PSY 101.009 - INTRODUCTION TO PSYCHOLOGY (CRN: 61500)

Step 2 - Continue to Customize Your Accommodations

5. Customize the accommodations for each class

Final Step: Select Accommodation(s) for Each Class

PSY 107.004 - Humanistic Psychology (CRN: 65650)

[Class Details](#)

Instructor(s): Herrera Pascuala

Days and Time(s): S at 09:00 AM - 06:30 PM, F at 05:00 PM - 09:30 PM

Date Range(s): 04/30/2016 - 05/07/2016, 04/29/2016 - 05/06/2016, 04/29/2016 - 05/07/2016

Location(s): J 261

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

Select Accommodation(s) for PSY 107.004

Alternative Testing

Select the check box if you would like ADS to **email this accommodation letter** to your instructor(s) for **PSY 107.004 - HUMANISTIC PSYCHOLOGY** course.

6. Access and Disability Services will send emails to instructors prior to semester with your requested accommodations.
7. New for FALL 2017 –requests for quizzes, tests and exams (see alternative testing tab) are now done online. These requests must be made 5 business days prior to your test.
8. Questions??? View step by step video at ADS website under Accommodation Plans tab.

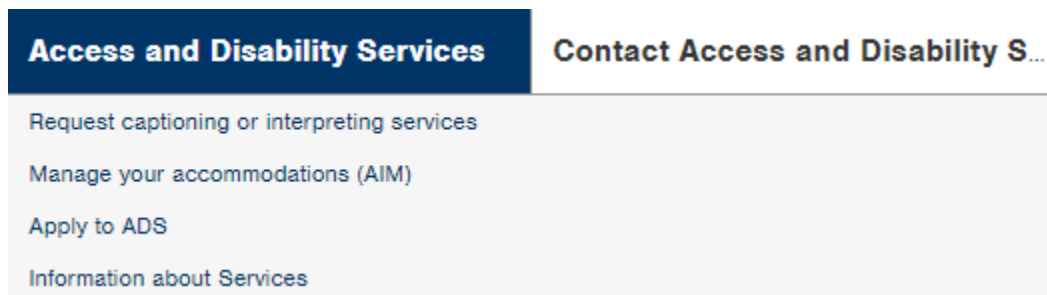
How to Request Your Exams with Alternative Testing

Important: Please complete exam request at least 5 business days prior to your test.

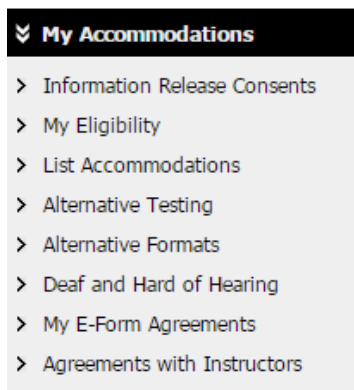
1. Make sure you request your accommodations on AIM prior to making an Exam Request.
2. Go to My Harper Student Portal and log in.
3. Click on Academic Success.



4. Click Manage Accommodations.



5. Click on Alternative Testing (left-hand side).



6. Select the class from the drop down menu and click on the button to “Schedule an Exam.”

ALTERNATIVE TESTING

Overview Submit Alternative Testing Contract

Alternative Testing Contract(s)

Below is the list of all alternative testing contract(s) submitted through the system. If you cancel a alternative testing contract and you would like to re-activate the contract, please contact our office.

If you do not see your course listed, this means that your alternative testing contract **HAS NOT BEEN COMPLETED** and you are unable to schedule alternative testing at this time.

Please contact our office as soon as possible if your exam date is approaching so that your room can be properly scheduled.

Select Class:

7. You will see information on the top of the screen about scheduling an Exam Request.

EXAM REQUEST

List All Exams Other Exams for the Current Class Add Exam Request

CLASS: DISNEY 103.002 - Disney Fun (CRN: 00003)



TERMS AND CONDITIONS OF SCHEDULING EXAM

Please read carefully the following terms and conditions of scheduling alternative testing in ADS:

- System will add **one additional business day** to exam scheduling rule for any exam requests made after **05:00 PM**.
- Your alternative testing contract allows you to request the following type of exam(s):
- ***MUST ADD IN VERBIAGE regarding testing center policies

[View: Exam Schedule Availability](#)

CLASS SCHEDULE(S) AND LOCATION(S)

Days	Time Start	Time End	Date Range	Location
TR	01:00 PM	01:50 PM	02/01/2017 - 05/30/2017	F 123

8. Select the Request Type, Date, Time, and only the accommodations that you will need for this specific exam.

Exam Detail

Request Type*:

[View: Exam Schedule Availability](#)

Date*:
Hint: Enter date in the following format Month / Day / Year (i.e. 12/31/2010).

Time*:

Services Requested*

<input checked="" type="checkbox"/> Extended time on exams (1.5x) in: ADS	<input type="checkbox"/> Extended time on exams (1.5x) in: Testing Center
<input type="checkbox"/> Interpreted exams	<input type="checkbox"/> Kurzweil reading software for exams in lieu of reader

9. Read the Term(s) and Condition(s) and check all the boxes.

Term(s) and Condition(s)

Please indicate that you have read and agreed to the following statement(s):

- All students must comply with the Harper College Student Code of Conduct, including while receiving test accommodation services through ADS. If it appears misconduct (including cheating, disruption, or other such behaviors) is occurring, the exam will end immediately and be returned to the instructor. The misconduct will be reported to the instructor and/or the Student Conduct Officer to be investigated and addressed in accordance with the Academic Honesty Policy and/or Student Code of Conduct. Student Responsibility to Request Testing Accommodation in ADS I103:
- Student must submit exam request for test accommodations." (I-103) (5 days BEFORE)
- Student must identify what accommodations they would like (i.e. 1.5x, private room, reader, etc.).
- Student must input date/time of exam. Students are to schedule exams at regular class time unless the student has a conflict with their class schedule or with ADS hours of operation. In this case, students are instructed to discuss alternate start times with their instructors.
- Student must choose type of exam via AIM test request (i.e. exam, quiz, midterm, final).
- Students can make these request via their AIM portal.

10. Click on the "Add Exam Request" button.

Add Exam Request

11. You may receive a message that you are submitting a Late Exam Request. Select the "Reason" from the drop down menu.

Late Exam Request

Reason*: **Select One** ▼

If you select **Other**, please specify the reason of late exam request below.

Additional Information:


Note: Enter **ADDITIONAL INFORMATION** and/or **ADDITIONAL TIMES** you are available (times must be approved by instructor – refer to your alternative testing contract)

12. Click on the "Submit Late Exam Request" button.

Submit Late Exam Request

13. You will receive a message that states:

EXAM REQUEST [List All Exams](#) [Other Exams for the Current Class](#) [Add Exam Request](#)

 **SYSTEM UPDATE IS SUCCESSFUL**

System has successfully processed your request.

14. You will receive an e-mail that your exam request was received by the ADS office I-103.

How to Request Exams with Alternative Testing— Interpreted Exams

Important: Please complete exam request at least 5 business days prior to your test.

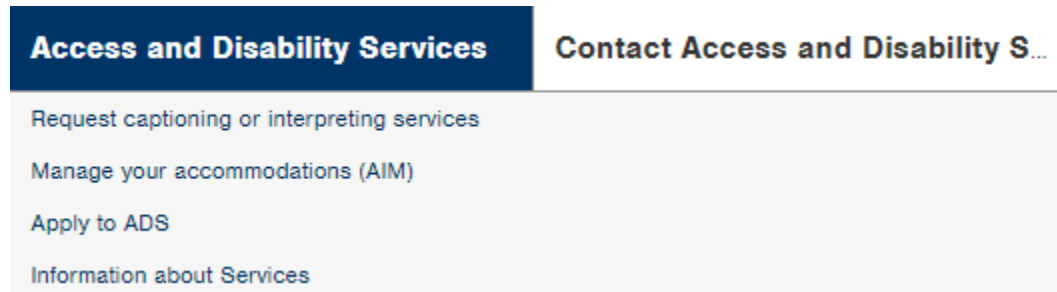
9. Make sure you request your accommodations on AIM prior to making an Exam Request.

10. Go to My Harper Student Portal and log in.

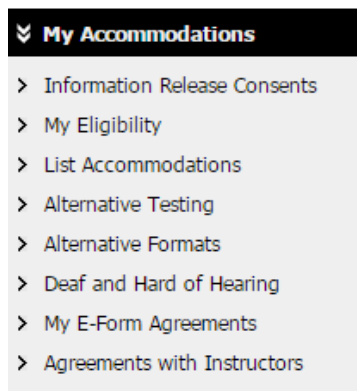
11. Click on Academic Success.



12. Click Manage Accommodations.



5. Click on Alternative Testing (left-hand side).



6. Select the class from the drop down menu and click on the button to “Schedule an Exam.”

ALTERNATIVE TESTING

Overview Submit Alternative Testing Contract

Alternative Testing Contract(s)

Below is the list of all alternative testing contract(s) submitted through the system. If you cancel a alternative testing contract and you would like to re-activate the contract, please contact our office.

If you do not see your course listed, this means that your alternative testing contract **HAS NOT BEEN COMPLETED** and you are unable to schedule alternative testing at this time.

Please contact our office as soon as possible if your exam date is approaching so that your room can be properly scheduled.

Select Class:

Schedule an Exam

7.You will see information on the top of the screen about scheduling an Exam Request.

EXAM REQUEST

List All Exams Other Exams for the Current Class Add Exam Request

CLASS: DISNEY 103.002 - Disney Fun (CRN: 00003)



TERMS AND CONDITIONS OF SCHEDULING EXAM

Please read carefully the following terms and conditions of scheduling alternative testing in ADS:

- System will add **one additional business day** to exam scheduling rule for any exam requests made after **05:00 PM**.
- Your alternative testing contract allows you to request the following type of exam(s):
- ***MUST ADD IN VERBIAGE regarding testing center policies

View: [Exam Schedule Availability](#)

CLASS SCHEDULE(S) AND LOCATION(S)

Days	Time Start	Time End	Date Range	Location
TR	01:00 PM	01:50 PM	02/01/2017 - 05/30/2017	F 123

8. Select the Request Type, Date, Time, and only the accommodations that you will need for this specific exam.

Exam Detail

Request Type*:

[View: Exam Schedule Availability](#)

Date*:
Hint: Enter date in the following format Month / Day / Year (i.e. 12/31/2010).

Time*:

Services Requested*

<input checked="" type="checkbox"/> Extended time on exams (1.5x) in: ADS	<input type="checkbox"/> Extended time on exams (1.5x) in: Testing Center
<input type="checkbox"/> Interpreted exams	<input type="checkbox"/> Kurzweil reading software for exams in lieu of reader

9. Read the Term(s) and Condition(s) and check all the boxes.

Term(s) and Condition(s)

Please indicate that you have read and agreed to the following statement(s):

- All students must comply with the Harper College Student Code of Conduct, including while receiving test accommodation services through ADS. If it appears misconduct (including cheating, disruption, or other such behaviors) is occurring, the exam will end immediately and be returned to the instructor. The misconduct will be reported to the instructor and/or the Student Conduct Officer to be investigated and addressed in accordance with the Academic Honesty Policy and/or Student Code of Conduct. Student Responsibility to Request Testing Accommodation in ADS I103:
- Student must submit exam request for test accommodations." (I-103) (5 days BEFORE)
- Student must identify what accommodations they would like (i.e. 1.5x, private room, reader, etc.).
- Student must input date/time of exam. Students are to schedule exams at regular class time unless the student has a conflict with their class schedule or with ADS hours of operation. In this case, students are instructed to discuss alternate start times with their instructors.
- Student must choose type of exam via AIM test request (i.e. exam, quiz, midterm, final).
- Students can make these request via their AIM portal.

10. Click on the "Add Exam Request" button.

Add Exam Request

11. You may receive a message that you are submitting a Late Exam Request. Select the "Reason" from the drop down menu.

Late Exam Request

Reason*: **Select One** ▼

If you select **Other**, please specify the reason of late exam request below.

Additional Information:


Note: Enter **ADDITIONAL INFORMATION** and/or **ADDITIONAL TIMES** you are available (times must be approved by instructor – refer to your alternative testing contract)

12. Click on the "Submit Late Exam Request" button.

Submit Late Exam Request

13. You will receive a message that states:

EXAM REQUEST [List All Exams](#) [Other Exams for the Current Class](#) [Add Exam Request](#)

 **SYSTEM UPDATE IS SUCCESSFUL**

System has successfully processed your request.

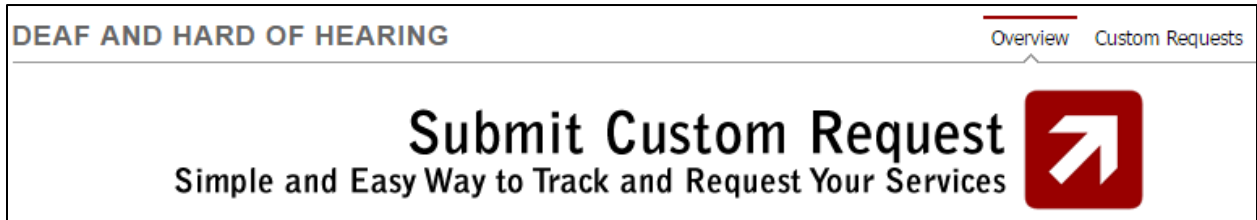
14. You will receive an e-mail that your exam request was received by the ADS office I-103.

15. If you need an interpreter for your exam, click on Deaf and Hard of Hearing on the left margin.

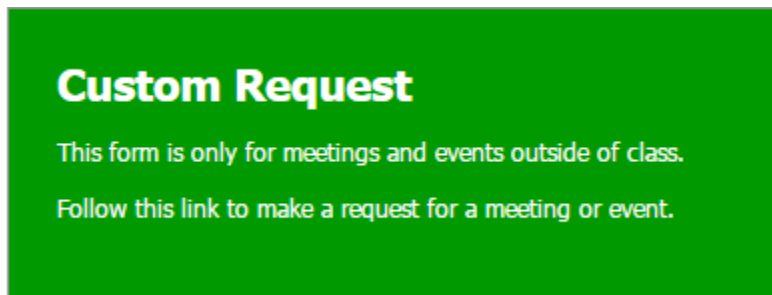
My Accommodations

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > Alternative Formats
- > Deaf and Hard of Hearing
- > My E-Form Agreements
- > Agreements with Instructors

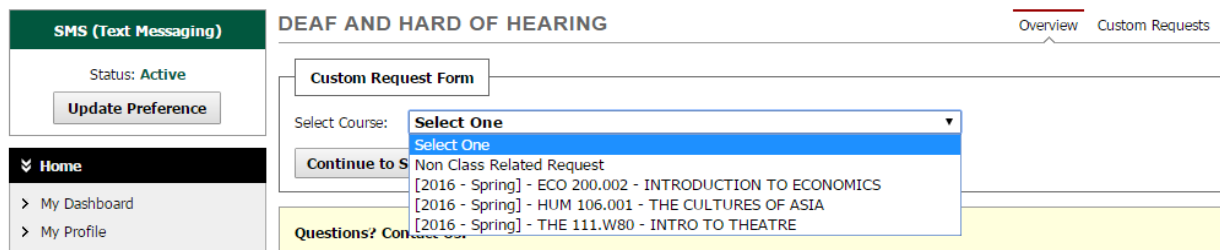
16. Click Custom Request on the top right corner.



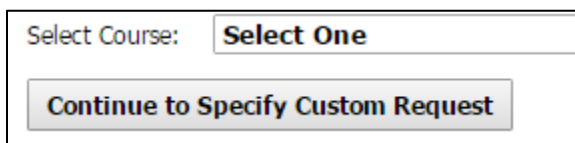
17. Click Custom Request (green box).



18. Click on Select One and then Non Class Related Request.



19. Click on the button for Continue to Specify Custom Request.



20. Fill out the Event Information, and click on the button for Submit.

Event Information

Event Name*:

Speaker(s):

Event Date*:
Hint: Enter date in the following format Month / Day / Year (i.e. 12/31/2010).

Time Start*:

Time End*:

Location*:
Please specify where the event will be held in detail (i.e. address or building location).

Request Type(s)*

Interpreting Real-Time Transcribing
 Video Captioning

Media Used

DVD Video Online Clip/YouTube
 Power Point Slides VHS Video
 Video File

Note:

Submit Custom Request

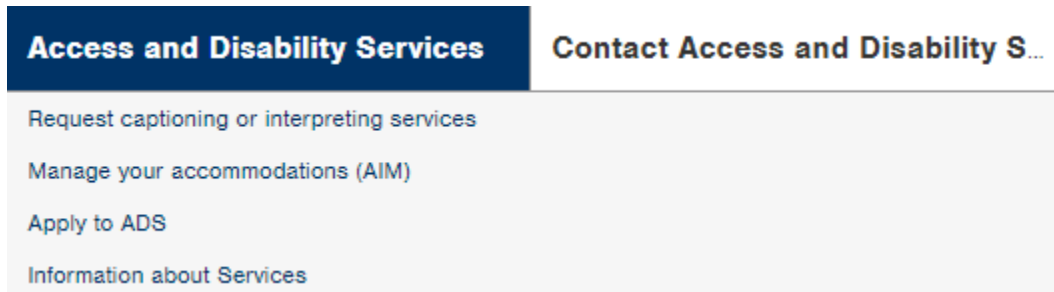
How to Request Exams with Alternative Testing—Scribe and/or Live Reader

Important: Please complete exam request at least 5 business days prior to your test.

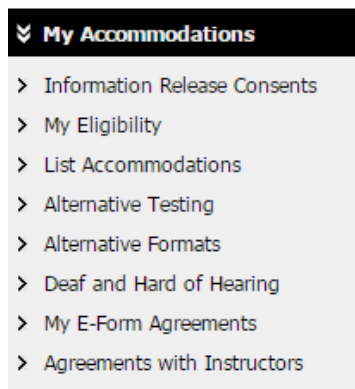
1. Make sure you request your accommodations on AIM prior to making an Exam Request.
2. Go to My Harper Student Portal and log in.
3. Click on Academic Success.



4. Click Manage Accommodations.



5. Click on Alternative Testing (left-hand side).



6. Select the class from the drop down menu and click on the button to “Schedule an Exam.”

ALTERNATIVE TESTING

Overview Submit Alternative Testing Contract

Alternative Testing Contract(s)

Below is the list of all alternative testing contract(s) submitted through the system. If you cancel a alternative testing contract and you would like to re-activate the contract, please contact our office.

If you do not see your course listed, this means that your alternative testing contract **HAS NOT BEEN COMPLETED** and you are unable to schedule alternative testing at this time.

Please contact our office as soon as possible if your exam date is approaching so that your room can be properly scheduled.

Select Class:

7.You will see information on the top of the screen about scheduling an Exam Request.

EXAM REQUEST

List All Exams Other Exams for the Current Class Add Exam Request

CLASS: DISNEY 103.002 - Disney Fun (CRN: 00003)



TERMS AND CONDITIONS OF SCHEDULING EXAM

Please read carefully the following terms and conditions of scheduling alternative testing in ADS:

- System will add **one additional business day** to exam scheduling rule for any exam requests made after **05:00 PM**.
- Your alternative testing contract allows you to request the following type of exam(s):
- ***MUST ADD IN VERBIAGE regarding testing center policies

[View: Exam Schedule Availability](#)

CLASS SCHEDULE(S) AND LOCATION(S)

Days	Time Start	Time End	Date Range	Location
TR	01:00 PM	01:50 PM	02/01/2017 - 05/30/2017	F 123

8. Select the Request Type, Date, Time, and only the accommodations that you will need for this specific exam.

Exam Detail

Request Type*:

[View: Exam Schedule Availability](#)

Date*:
Hint: Enter date in the following format Month / Day / Year (i.e. 12/31/2010).

Time*:

Services Requested*

<input checked="" type="checkbox"/> Extended time on exams (1.5x) in: ADS	<input type="checkbox"/> Extended time on exams (1.5x) in: Testing Center
<input type="checkbox"/> Interpreted exams	<input type="checkbox"/> Kurzweil reading software for exams in lieu of reader

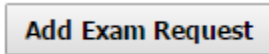
9. Read the Term(s) and Condition(s) and check all the boxes.

Term(s) and Condition(s)

Please indicate that you have read and agreed to the following statement(s):

- All students must comply with the Harper College Student Code of Conduct, including while receiving test accommodation services through ADS. If it appears misconduct (including cheating, disruption, or other such behaviors) is occurring, the exam will end immediately and be returned to the instructor. The misconduct will be reported to the instructor and/or the Student Conduct Officer to be investigated and addressed in accordance with the Academic Honesty Policy and/or Student Code of Conduct. Student Responsibility to Request Testing Accommodation in ADS I103:
- Student must submit exam request for test accommodations." (I-103) (5 days BEFORE)
- Student must identify what accommodations they would like (i.e. 1.5x, private room, reader, etc.).
- Student must input date/time of exam. Students are to schedule exams at regular class time unless the student has a conflict with their class schedule or with ADS hours of operation. In this case, students are instructed to discuss alternate start times with their instructors.
- Student must choose type of exam via AIM test request (i.e. exam, quiz, midterm, final).
- Students can make these request via their AIM portal.

10. Click on the "Add Exam Request" button.



11. You may receive a message that you are submitting a Late Exam Request. Select the "Reason" from the drop down menu.

Late Exam Request

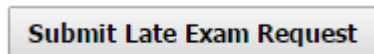
Reason*: **Select One** ▼

If you select **Other**, please specify the reason of late exam request below.

Additional Information:


Note: Enter **ADDITIONAL INFORMATION** and/or **ADDITIONAL TIMES** you are available (times must be approved by instructor – refer to your alternative testing contract)

12. Click on the "Submit Late Exam Request" button.



13. You will receive a message that states:

EXAM REQUEST [List All Exams](#) [Other Exams for the Current Class](#) [Add Exam Request](#)

 **SYSTEM UPDATE IS SUCCESSFUL**

System has successfully processed your request.

14. You will receive an e-mail that your exam request was received by the ADS office I-103.

15. If you checked the box for a scribe and/or live reader for this exam, then ADS will send an e-mail to your Harper e-mail account to confirm the need of a scribe and/or live reader. Please check your Harper e-mail regularly and respond immediately to ADS.

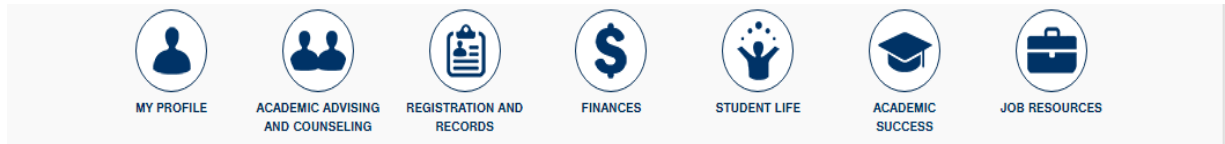
How to Request Exams with Alternative Testing— Kurzweil Exams

Important: Please complete exam request at least 5 days prior to your test.

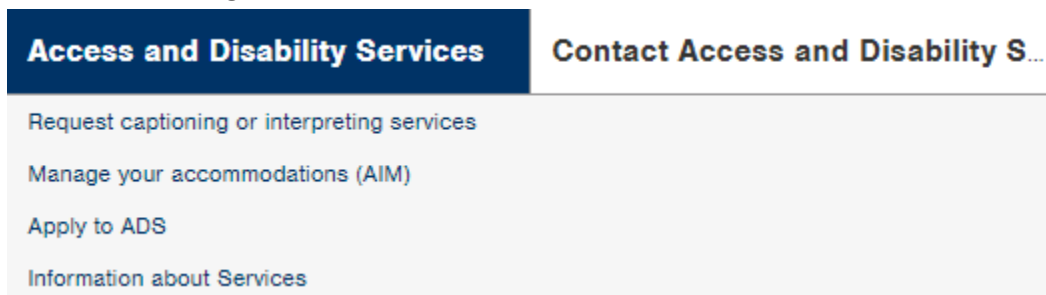
13. Make sure you request your accommodations on AIM prior to making an Exam Request.

14. Go to My Harper Student Portal and log in.

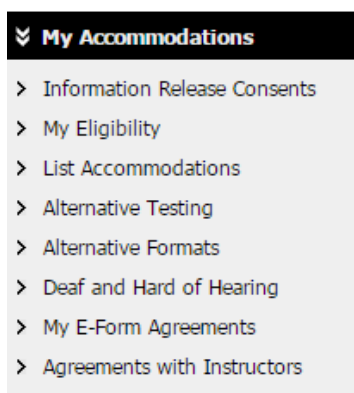
15. Click on Academic Success.



16. Click on Manage Your Accommodations.



5. Click on Alternative Testing (left-hand side).



6. Select the class from the drop down menu and click on the button to "Schedule an Exam."

ALTERNATIVE TESTING

Overview Submit Alternative Testing Contract

Alternative Testing Contract(s)

Below is the list of all alternative testing contract(s) submitted through the system. If you cancel a alternative testing contract and you would like to re-activate the contract, please contact our office.

If you do not see your course listed, this means that your alternative testing contract **HAS NOT BEEN COMPLETED** and you are unable to schedule alternative testing at this time.

Please contact our office as soon as possible if your exam date is approaching so that your room can be properly scheduled.

Select Class:

[Schedule an Exam](#)

7. You will see information on the top of the screen about scheduling an Exam Request.

EXAM REQUEST

List All Exams Other Exams for the Current Class Add Exam Request

CLASS: DISNEY 103.002 - Disney Fun (CRN: 00003)



TERMS AND CONDITIONS OF SCHEDULING EXAM

Please read carefully the following terms and conditions of scheduling alternative testing in ADS:

- System will add **one additional business day** to exam scheduling rule for any exam requests made after **05:00 PM**.
- Your alternative testing contract allows you to request the following type of exam(s):
- ***MUST ADD IN VERBIAGE regarding testing center policies

[View: Exam Schedule Availability](#)

CLASS SCHEDULE(S) AND LOCATION(S)

Days	Time Start	Time End	Date Range	Location
TR	01:00 PM	01:50 PM	02/01/2017 - 05/30/2017	F 123

8. Select the Request Type, Date, Time, and only the accommodations that you will need for this specific exam.

Exam Detail

Request Type*: **Quiz** ▼

[View: Exam Schedule Availability](#)

Date*: **02/28/17**
Hint: Enter date in the following format Month / Day / Year (i.e. 12/31/2010).

Time*: **1 PM** ▼ **00** ▼

Services Requested*

<input checked="" type="checkbox"/> Extended time on exams (1.5x) in: ADS	<input type="checkbox"/> Extended time on exams (1.5x) in: Testing Center
<input type="checkbox"/> Interpreted exams	<input type="checkbox"/> Kurzweil reading software for exams in lieu of reader

9. Read the Term(s) and Condition(s) and check all the boxes.

Term(s) and Condition(s)

Please indicate that you have read and agreed to the following statement(s):

- All students must comply with the Harper College Student Code of Conduct, including while receiving test accommodation services through ADS. If it appears misconduct (including cheating, disruption, or other such behaviors) is occurring, the exam will end immediately and be returned to the instructor. The misconduct will be reported to the instructor and/or the Student Conduct Officer to be investigated and addressed in accordance with the Academic Honesty Policy and/or Student Code of Conduct. Student Responsibility to Request Testing Accommodation in ADS I103:
- Student must submit exam request for test accommodations." (I-103) (5 days BEFORE)
- Student must identify what accommodations they would like (i.e. 1.5x, private room, reader, etc.).
- Student must input date/time of exam. Students are to schedule exams at regular class time unless the student has a conflict with their class schedule or with ADS hours of operation. In this case, students are instructed to discuss alternate start times with their instructors.
- Student must choose type of exam via AIM test request (i.e. exam, quiz, midterm, final).
- Students can make these request via their AIM portal.

10. Click on the "Add Exam Request" button.

Add Exam Request

11. You may receive a message that you are submitting a Late Exam Request. Select the "Reason" from the drop down menu.

Late Exam Request

Reason*: **Select One** ▼

If you select **Other**, please specify the reason of late exam request below.

Additional Information:


Note: Enter **ADDITIONAL INFORMATION** and/or **ADDITIONAL TIMES** you are available (times must be approved by instructor – refer to your alternative testing contract)

12. Click on the "Submit Late Exam Request" button.

Submit Late Exam Request

13. You will receive a message that states:

EXAM REQUEST [List All Exams](#) [Other Exams for the Current Class](#) [Add Exam Request](#)

 **SYSTEM UPDATE IS SUCCESSFUL**

System has successfully processed your request.

14. You will receive an e-mail that your exam request was received by the ADS office I-103.

15. If you need Kurzweil for your exam, please follow the additional steps below.

16. There are a few things you must do:

- a. See Eric Ross at the beginning of every semester.
- b. All Kurzweil requests must be submitted 5 business days before any exam (does not include weekends)
- c. If your Kurzweil request is submitted less than 5 business days in advance, your test might not be completed in time

17. Under My Accommodations, click on Alternative Formats.

- ▼ My Accommodations

 - > Information Release Consents
 - > My Eligibility
 - > List Accommodations
 - > Alternative Testing
 - > Alternative Formats
 - > Deaf and Hard of Hearing
 - > My E-Form Agreements
 - > Agreements with Instructors

18. Make sure you are in the current term.

ALTERNATIVE FORMATS

Previous Term	Term: Spring 2017	Next Term
---------------	--------------------------	-----------

Alternative Formats Preference

Note: Changing alternative formats preference would not affect current books that are currently being processed. If you need to make any changes with the current request, please contact our office as soon as possible.

Current Preference: **Kurzweil (KESI)**

Update Preference: Select One ▼

Update Alternative Formats Preference

No Book is Being Processed Currently

19. Go to Reading Materials. Under Select Class, select [2017-Fall] Kurzweil 101.001-Kurzweil Exam Request.

ALTERNATIVE FORMATS

Previous Term

Term: Spring 2017

Next Term

Alternative Formats Preference

Note: Changing alternative formats preference would not affect current books that are currently being processed. If you need to make any changes with the current request, please contact our office as soon as possible.

Current Preference: **Kurzweil (KESI)**

Update Preference:

No Book is Being Processed Currently

ADDITIONAL BOOK OR READING MATERIALS

Reading Materials

Select Class*:

Reading Material Title*:

ISBN:

If this information is available, please enter without dashes and it has to be 10-digit or 13-digit ISBN.

Publisher:

Author:

Edition:

Note:

Note: **HTML entry is permitted.** Please read additional manual on how to modified your text at the following link: [HTML Entry with Tags Guideline](#).

20. Under Reading Material Title, type in the course name and section number (ex. BIO 101.003)

Reading Materials

Select Class*: **[2017 - Summer] KURZWEIL 101.001 - Kurzweil Exam Request** ▼

Reading Material Title*: **BIO 101.003**

ISBN:
If this information is available, please enter without dashes and it has to be 10-digit or 13-digit ISBN.

Publisher:

Author:

Edition:

Note: Instructor's name
date you will take the exam
time you will take the exam

Note: **HTML entry is permitted.** Please read additional manual on how to modified your text at the following link: [HTML Entry with Tags Guideline.](#)

Submit Request

21. In the Notes section, type in

- a. The instructor's name
- b. The date you will take the exam
- c. The time you will take the exam

22. If your test is online/Blackboard or requires JAWS, specify that in the Note section as well.

23. Click Submit Request.



24. You will receive a message that states:

ALTERNATIVE FORMATS

