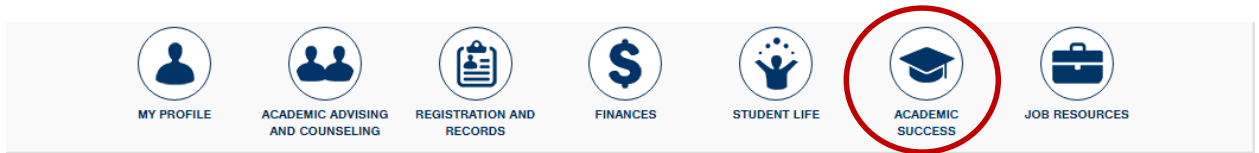
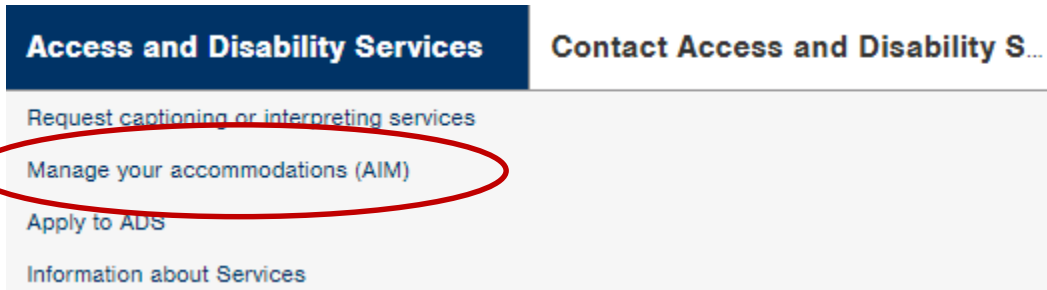


HOW TO REQUEST ACCOMMODATIONS IN AIM

1. Click Academic Success



2. Click Manage Your Accommodations (AIM)



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

A screenshot of a 'My Dashboard' page. The top navigation bar is black with 'My Dashboard' in white. Below it, there's a breadcrumb trail: 'Home > My Dashboard > Required Forms'. The main content area is divided into two columns. The left column has a green header 'SMS (Text Messaging)' with 'Status: In-Active' and an 'Update Preference' button. Below that is a 'Home' section with a list of links: 'My Dashboard', 'My Profile', 'SMS (Text Messaging)', 'Equipment Checked Out', 'Additional Accommodation Request Form', and 'My Mailbox (Sent E-Mail)'. The right column has a white header 'REQUIRED FORMS' and a red message: 'Action Required: System needs one missing form(s) for you to read and sign before you can proceed accessing your dashboard:'. Below this is a link '> Harper Disclaimer and Agreement' circled in red. Further down is a yellow box with contact information for 'Access and Disability Services (ADS)'. At the bottom of the page is a 'Your Consent' section with a 'Signature*' field circled in red and a 'Submit Form' button.

HOW TO REQUEST ACCOMMODATIONS IN AIM

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 each semester – 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.