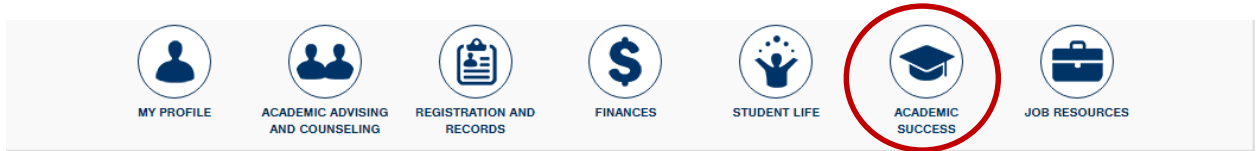
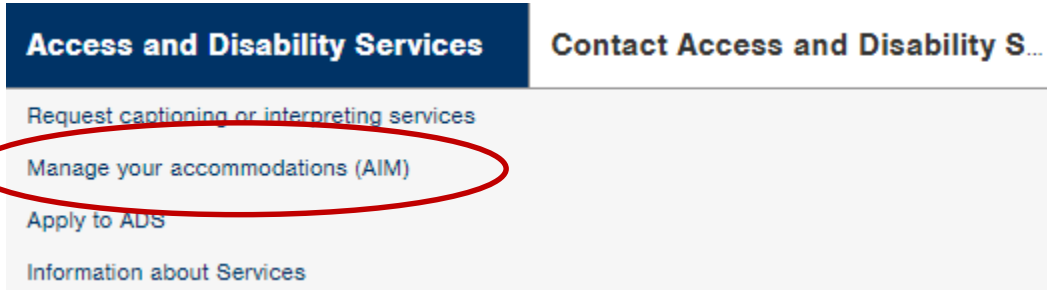


HOW TO REQUEST ACCOMMODATIONS IN AIM

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 shows 'Home > My Dashboard > Required Forms'. A green box on the left indicates 'SMS (Text Messaging) Status: In-Active' with an 'Update Preference' button. The main content area is titled 'REQUIRED FORMS' and contains a red-bordered box with the text: 'Action Required: System must be reading form(s) for you to read and sign before you can proceed accessing your dashboard: > Harper Disclaimer and Agreement' (the link is circled in red). Below this is a yellow box with contact information for 'Access and Disability Services (ADS)'. At the bottom, a 'Your Consent' section contains a 'Signature*' field (circled in red) with a note: 'Note: Please sign exactly as'. A 'Submit Form' button is located at the bottom right.

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 7 business days prior to your test.