

AIM INSTRUCTIONS FOR STUDENTS: ALTERNATIVE FORMAT REQUESTS

A Step-by-step Guide on Requesting Alternative Formats (for textbooks)

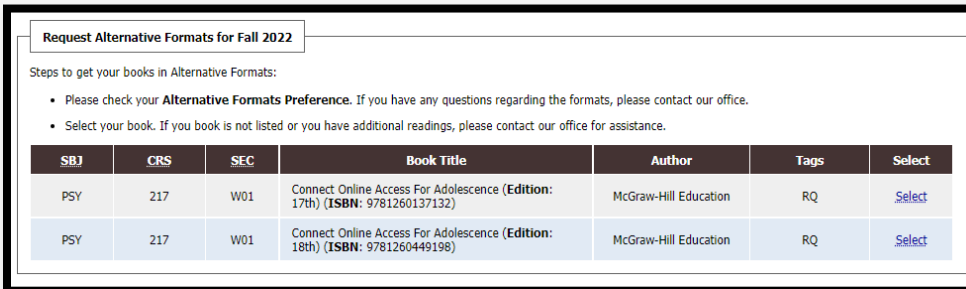
- Accommodations need to be requested on AIM *prior to this request*.
- Please have book ISBN and proof of purchase ready.

1. Log into AIM as directed on the **REQUESTING ACCOMMODATIONS** guide.
2. Go to “My Accommodations,” on the left-hand side and select “**Alternative Formats**”.



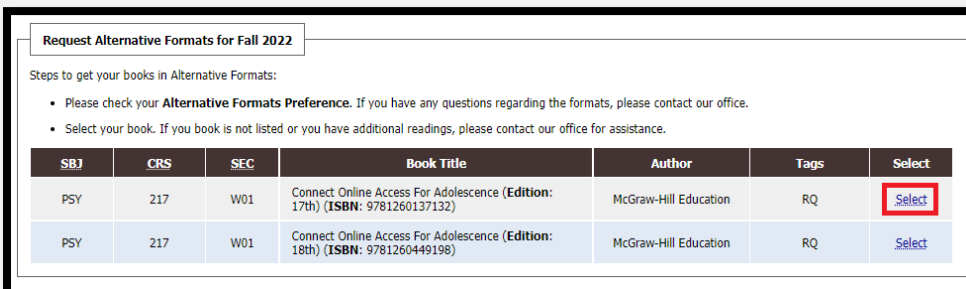
a.

3. Navigate to “Request Alternative Formats for [Current Semester] [Current Year] (e.g., Spring 2025):



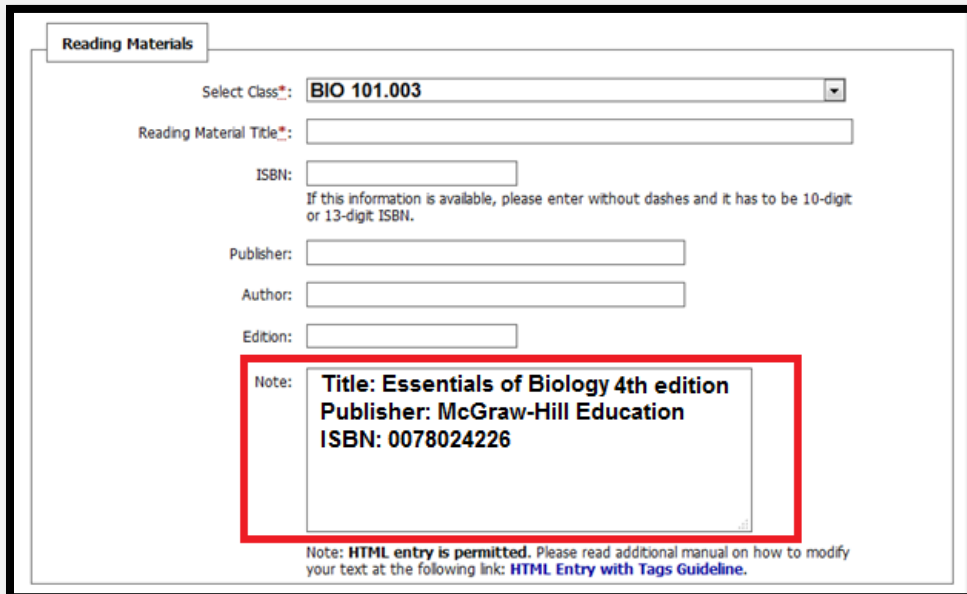
a.

4. Choose the **Select** link (on the right side) to select the specific textbook for your course.
 - a. **NOTE:** Please select the **CORRECT ISBN** which matches your physical book. There are several editions/publications of the same book. **Do not select multiple entries of the same book.**



b.

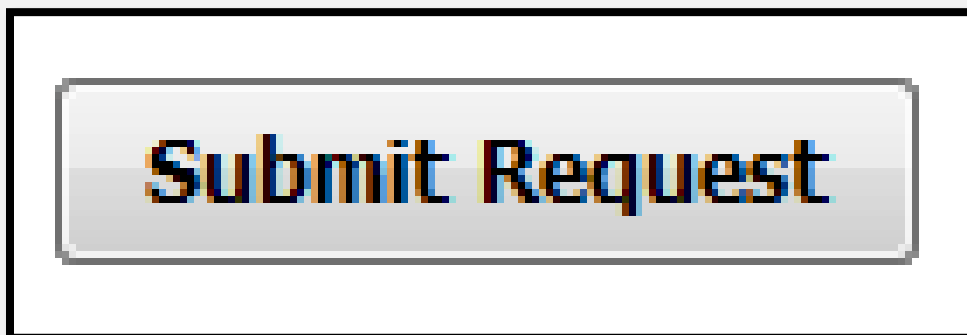
5. IF your reading material does not appear in the list, navigate to **Reading Materials**, and type in the course name and section number (e.g., BIO 101.003):



The screenshot shows a web form titled "Reading Materials". It includes a dropdown menu for "Select Class*" with "BIO 101.003" selected. Below are input fields for "Reading Material Title*", "ISBN", "Publisher", "Author", and "Edition". A "Note:" section is highlighted with a red border, containing the text: "Title: Essentials of Biology 4th edition", "Publisher: McGraw-Hill Education", and "ISBN: 0078024226". At the bottom, a 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.
- b. In the Notes section, enter the following information:
- The textbook title and edition
 - Publisher Name
 - ISBN (as found on the physical book)

6. Click the Submit Request button.



a.

7. Expect an email from the ADS Assistive Technology Lab <adsatlab@harpercollege.edu> requesting further information (e.g., proof of purchase, receipt, and syllabus) for your request via your **Harper Student email**.