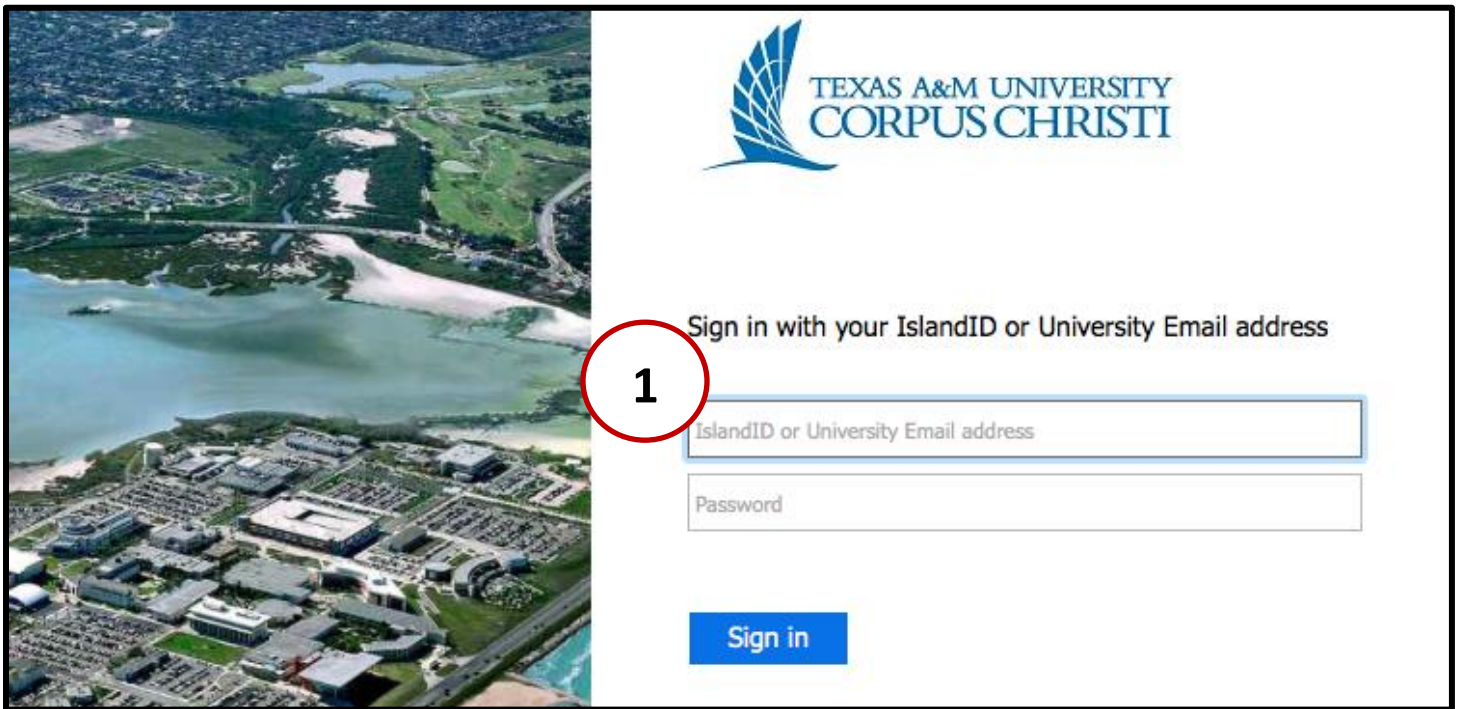
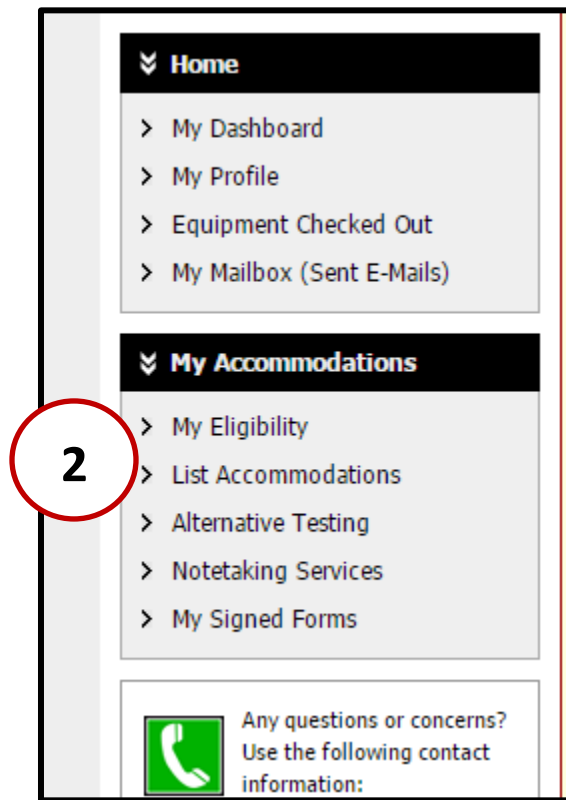


How to Request Accommodations

1. Sign In to AIM (denali.accessiblelearning.com/TAMUCC/login.aspx) using your Island ID



2. Under “My Accommodations” (in the box on the left hand side), select “List Accommodations”



- From “Select Accommodations for Your Classes”, review the Important Note and proceed to “Step 1: Select Class(es)”

3 **Select Accommodations for Your Class**

Important Note

- Course may take **up to 48 hours** to display in the system after you have registered for more of your courses in the list below **48 hours** after registering, please contact Disab
- Your courses might not display below if you are part of the course waiting list.
- If you are **unable to select the checkbox** from the list of courses below, that means accommodation for that course.
- If you wish to **modify your accommodation request** (change, cancel a request) scr and select either modify request or cancel request.

4 **Step 1: Select Class(es)**

- Fall 2016 - KINE** [REDACTED]
- Fall 2016 - KINE** [REDACTED]
- Fall 2016 - KINE** [REDACTED]
- Fall 2016 - KINE** [REDACTED]

5

It is my responsibility to discuss specific details and implementation of my approved academic professor(s)/instructor(s) this semester.

I have reviewed the approved academic accommodations indicated in AIM (see “My Eligibility” the Disability Services office before submitting my accommodation request if the information

I will review information regarding consent for release of information (see “Information Release changes, as necessary.

If I have any questions or concerns regarding my accommodations at any time during the course, I will contact the Disability Service office.

6 **Step 2 - Continue to Customize Your Accommodations**

- Select the corresponding checkbox for each of the courses that you are requesting accommodations for at this time
- Review each statement in the box below
- Click on “Step 2—Continue to Customize Your Accommodations”

7. Review each of your indicated courses and “Select Accommodation(s) for [course]” by checking the corresponding box next to the accommodations you are requesting—please ensure that you review and select accommodations for each course.
8. If you would like to have your FNL emailed to your professor/instructor for each course check the box that indicates “Select the check box if you would like DS to email this accommodation letter...”
9. Click on “Submit Your Accommodation Requests”

7 Select Accommodation(s) for KINE [redacted]

Your Approved Accommodations Your Approved Accommodations Your Approved Accommodations

Your Approved Accommodations

8 Select the check box if you would like DS to email this accommodation letter to your instructor(s) for KINE [redacted] course.

9 Submit Your Accommodation Requests Back to Overview

10. Follow up with each professor/instructor after the Faculty Notification Letter is emailed; DS recommends that you meet with your professor (during office hours or schedule an appointment to meet), although you may consider sending an email to make such arrangements

10

Subject: Disability Accommodation Letter for <Student name>

Dear Professor,

As you know, Disability Services recently emailed you a letter regarding my approved academic accommodations for this semester. I would like to set-up a time to discuss this information with you to determine how we will implement these accommodations and to answer any questions you may have about my accommodation needs.

Please let me know if you have any questions.

<Student Name>
 <UIN>
 <Phone Number>
 <Email Address>