

HOW TO REQUEST THE ELIGIBILITY NOTIFICATION LETTER

Step 1: Log into Aim Portal:

Once you are logged in scroll down until you see the list of classes for the current term and check the box for each individual course in which you require accommodations.

Step 1: Select Class(es)

Spring 2023 - HRM 348.1 - CONSULTING (CRN: 3239)

Spring 2023 - PSYCH 350H.1 - ORGANIZATIONAL CULTURE (CRN: 3189)

Spring 2023 - PSYCH 350S.1 - ORGANIZATIONAL DEVEL & CHANGE (CRN: 3193)

Step 2 - Continue to Customize Your Accommodations

**This list will not appear until the current term has been activated. If the list is not there and classes for the term have begun, contact the Student Disability Resource Center at sdrc@claremont.edu.*

Step 2: Select “Continue to Customize Your Accommodations”:

Check the accommodations that you would like utilize for each course and select “Submit Your Accommodations Requests”.

Final Step: Select Accommodation(s) for Each Class

HRM 348.1 - Consulting (CRN: 3239)

Instructor(s):

Days and Time(s): **T at 04:00 PM - 06:50 PM**

Date Range(s): **01/17/2023 - 05/13/2023**

Location(s): **TBD TBD**

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 HRM 348.1

Alternative Testing Audio Recording Notetaking Services

Please consider the class before selecting the accommodation you wish to use. For example, some classes may not benefit from note taking such as internships, labs, PE or other non-lecture courses). If you will not be using a particular accommodation for a class, do not select it in the list.

Step 3: Select “Submit Your Accommodation Requests”

The Accessibility Services Office will process the request and send a Faculty Notification Letter to each instructor selected.

Reminders:

After sending your eligibility notification letter, we encourage you to meet individually with each faculty member to discuss your approved accommodations and how they will be implemented in their specific class.

To Modify an Accommodation Request:

1. On your AIM home page scroll down to the bottom until you see your classes listed. If you are not on the current or desired term, use the Term links to select the correct term.

Previous Term	Term: Fall 2022	Next Term
PSYCH 302A.2 - Research Methods (CRN: 1164)	Modify Request	Cancel Request

2. Click “Modify Request” link. The next page will allow to select or deselect accommodations for the course selected. Once you have made your selection click the Update Request button.