

Requesting Accommodation Letters through AIM

1. Click on the link below and use your MyLeo login information to enter AIM.
<https://andes.accessiblelearning.com/TAMUC/>
2. Step 2. After you are logged into AIM, under "My Accommodations, select "List Accommodations".
3. From "Select Accommodations for Your Classes", review the Important Note and proceed to "Step 1: Select Class(es)"

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 more of your courses in the list below **48 hours** after registering, please contact Disab
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 accommodation for that course.
4. If you wish to **modify your accommodation request** (change, cancel a request) scr and select either modify request or cancel request.

Step 1: Select Class(es)

- Fall 2016** - KINE 3322.001 - EVAL OF UPPER EX
- Fall 2016** - KINE 3337.W01 - PSYCHOLOGICAL A
- Fall 2016** - KINE 4112.001 - PHYSIOLOGY OF EX
- Fall 2016** - KINE 4312.001 - PHYSIOLOGY OF EX

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.

Step 2 - Continue to Customize Your Accommodations

4. Select the corresponding checkbox for each of the courses that you are requesting accommodations for at this time.
5. Review each statement in the box below.
6. 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. Note: Approved accommodations are determined at the Access Planning Meeting "intake" when you first register with Disability Services. You can modify your accommodation request at any time during the semester; however, accommodations are not retroactive).
9. Click on "Submit Your Accommodation Requests." Your accommodation letter will be emailed to the instructor and you will be copied on the email.

Follow up with each instructor after the letter is emailed to ensure accommodations are in place. SDRS recommends that you meet with your instructor during office hours, or schedule an appointment to speak with them if you feel clarification is needed.