

How to Request Accommodation Letters Through AIM

1. Log In to AIM at <https://andes.accessiblelearning.com/TAMUC/>
2. Click **“My Accommodations”** > **“List Accommodations**
3. **Review: Important Note**
4. **“Step 1: Select ALL Class(es)”**

Select Accommodations for Your Class

Important Note

1. Courses may take **up to 48 hours** to display in the system after you have registered for them. If courses in the list below **48 hours** after registering, please contact Student Disability Services.
2. Your courses might not display below if you are part of the course waiting list.
3. To request accommodations, select the checkbox(es) for the courses where they are needed, then next page to select your accommodations.
4. If you are **unable to select a checkbox** from the list of courses below, that means you have already accommodations for that course.
5. If you wish to **modify your accommodation request** (change or cancel a request), scroll down select either **Modify Request** or **Cancel Request**.

Step 1: Select Class(es)

- Fall 2023** - BSC 2401.01W - HUM ANATOMY/PHYSIOLOGY
- Fall 2023** - BSC 2401.1LW - HUM ANATOMY/PHYSIOLOGY
- Fall 2023** - COMS 1311.03W - STUDIES IN HUMAN/COMM
- Fall 2023** - ENG 1302.04W - WRITTEN ARGUMENT/RESRCI
- Fall 2023** - HHPK 1301.01B - FOUND OF KINESIOLOGY (CF
- Fall 2023** - HIST 1302.08E - HISTORY FROM 1865 (CRN: 8

Agreement to request accommodation language.

Step 2 - Continue to Customize Your Accommodations

5. **“Step 2: Customize Your Accommodations”** Select Accommodation(s): For EVERY COURSE check boxes for ALL accommodations. **Double check your requests!**
6. **“Submit Your Accommodation Requests”** Your accommodation letter will be emailed to the instructor and you will be copied on the email.
7. **Be Sure To Follow-Up:** SDS recommends that you meet with your instructor during office hours, or schedule an appointment to speak with them if you feel clarification is needed.
8. Note: Approved accommodations are determined at the Access Planning Meeting “intake” when you first register with SDS. You can request changes in your accommodations at any time during the semester by contacting your SDS case manager. Accommodations are not retroactive.

Contact us at:

Waters Library, Room 162 by Starbucks

(903) 886-5150

StudentDisabilityServices@tamuc.edu

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