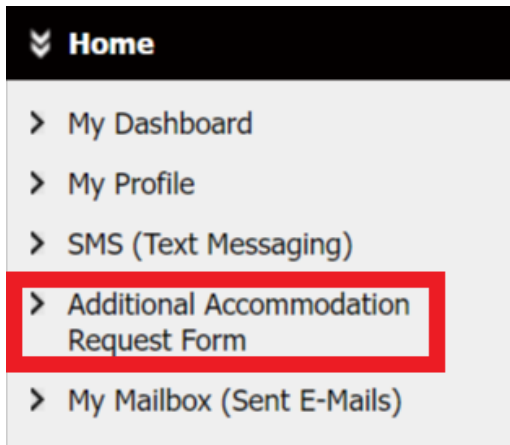


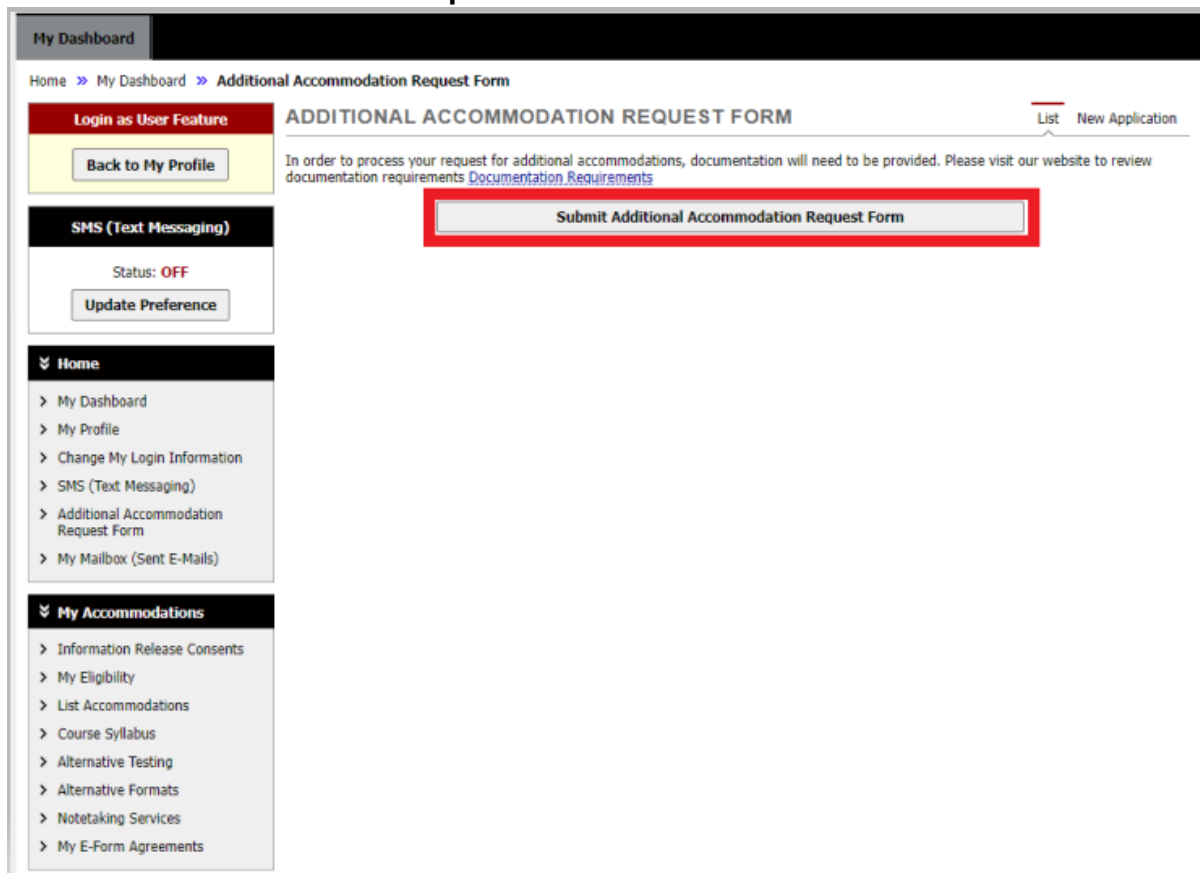
How to Request Additional Accommodations

Please note: To request additional accommodations, additional documentation is required.

1. Log into AIM and sign in using Jagwire credentials
2. On the left side of *My Dashboard*, select **Additional Accommodation Request Form**



3. Note to request additional accommodations, additional documentation is required. Click **Submit Additional Accommodation Request Form**



4. Under the heading *information*, select the start term. This is the semester when the new accommodation will go into effect.

5. Answer the questions provided. Questions include:
 - a. Is this a new disability or an update to a previously diagnosed disability?
 - b. Where did this documentation come from?
 - c. What accommodations are you requesting?
 - d. Do you have any additional comments?

6. Select **Submit Application** when the application is complete. The DSS office will contact the student to discuss the request.

My Accommodations

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Course Syllabus
- > Alternative Testing
- > Alternative Formats
- > My E-Form Agreements

Any questions or concerns? Use the following contact information:

Primary Case Manager
 Name: **Samantha Broughton**
 Phone: **(210) 784 - 1566**
[Send Email](#)

Important Dates

- > **November 21**
Last day to Withdraw from University Fall 2023
- > **November 22**
Study Day - No Classes
- > **November 23**
Thanksgiving Holiday - No Classes
- > **November 24**
Thanksgiving Holiday: No Classes
- > **December 07**

Additional Note or Comment

2. **Where did this documentation come from (example: General Practitioner, psychologist, psychiatrist, etc.)**

3. **What accommodations are you requesting?**

4. **Do you have any additional comments?**

I certify that all information I have provided is true and accurate to the best of my knowledge. I understand that intentionally providing false or misleading information may result in my being ineligible for services and may also result in disciplinary action consistent with the Student Code of Conduct. I understand that if all necessary paperwork is not submitted, this will delay the DSS office in processing my Initial Request for Accommodations. I understand if I make changes to my schedule once my FNL has been processed, I am responsible for notifying my Case Manager so that FNL's can be sent for the updated schedule.

Submit Application