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

My Dashboard			
Home » My Dashboard » Additional Accommodation Request Form			
Login as User Feature	ADDITIONAL ACCOMMODATION REQUEST FORM	List	New Application
Back to My Profile	In order to process your request for additional accommodations, documentation will need to be provided. Please visit our documentation requirements <u>Documentation Requirements</u>	web	site to review
SMS (Text Messaging)	Submit Additional Accommodation Request Form		
Status: OFF			
Update Preference			
¥ Home			
> My Dashboard			
> My Profile			
> Change My Login Information			
> SMS (Text Messaging)			
 Additional Accommodation Request Form 			
> My Mailbox (Sent E-Mails)			
¥ My Accommodations			
> Information Release Consents			
> My Eligibility			
> List Accommodations			
> Course Syllabus			
 Alternative Testing 			
 Alternative Formats 			
 Notetaking Services 			
> My E-Form Agreements			

- 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	Additional Note or Comment
> Information Release Consents	
> My Eligibility	
List Accommodations	
 Course Syllabus 	2. Where did this documentation come from (example: General Practitioner, psychologist, psychiatrist, etc.)
> Alternative Testing	
> Alternative Formats	
> My E-Form Agreements	3. What accommodations are you requesting?
Any questions or concerns? Use the following contact information:	
Primary Case Manager Name: Samantha Broughton Phone: (210) 784 - 1566 Send Email	4. Do you have any additional comments?
¥ Important Dates	
 November 21 Last day to Withdraw from University Fall 2023 	
> November 22 Study Day - No Classes	I certify that all information I have provided is true and accurate to the best of my knowledge. I understand that intentionally providing false
 November 23 Thanksgiving Holiday - No Classes 	or misleading information may result in my being meligible 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.
> November 24 Thanksgiving Holiday: No Classes	Submit Application
> December 07	