REQUESTING ACCOMMODATIONS IN AIM

1. Log in to the AIM Portal using your **SMC username and password**.
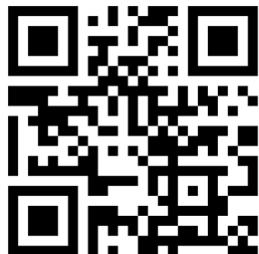
2. In the center of the page under ANNOUNCEMENTS, scroll down to see the box titled "Accommodation Requests" containing your class schedule.

3. Click on the + square to "Add Requests". Make sure to add requests for the correct semester, ex. SPRING 2025

Accommodation Requests
SPRING 2025

2

Number of Requests

View Request Detail

[+]

Add Requests
for 2 Classes

List of Accommodation Requests:

- ART 2.M2439 - PREHISTORIC TO GOTH ART HIST (LEC) (CRN: M2439)

- ETHS 40.M3123 - INTRO ASIAN AMERICAN STUDIES (LEC) (CRN: M3123)

4. A list of your classes for the semester will appear. Select the class(es) you wish to request accommodations for.

- NOTE: Courses may take up to **48 hours** to display in the system after you have registered for them. If you do not see one or more of your courses listed list after **48 hours**, please contact our front office.

    Click "Continue to Next Step"

5. "Select All" will select all your authorized accommodations. You can also select accommodations individually. **NOTE:** If you need to request an accommodation not listed in the system, please make an appointment with a DSPS counselor or LD Specialist.

6. Once accommodations are selected, click "Submit Request". Requests may take up to **48 hours** to be processed. Check your SMC email for the faculty notification sent to your instructor(s). You may also receive a follow-up email to make an appointment regarding your request.