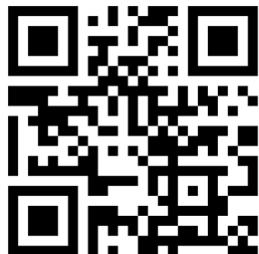


REQUESTING ACCOMMODATIONS IN AIM

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	<input type="button" value="+"/> Add Requests for 2 Classes
List of Accommodation Requests: <ul style="list-style-type: none">• 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”

ART 17.M7540	STEP: FINAL STEP
Course Title: ART 17.M7540 - Painting I (Lec) (CRN: M7540)	SUBMIT REQUEST >
Course Detail	START OVER >
SELECT ACCOMMODATIONS	
<input checked="" type="checkbox"/> Select All	
<input type="checkbox"/> AUDIO RECORDING DEVICE (Authorized use of)	
<input type="checkbox"/> Extended Testing Time 1.50x	
<input type="checkbox"/> Not to be called on during class	
<input type="checkbox"/> OTTER.AI APP	
<input type="checkbox"/> Public Speaking Alternative	
<input type="checkbox"/> Still photographs of instructional materials projected on whiteboard or other audio/video equipment	
<input type="checkbox"/> I do not need accommodation for this course: ART 17.M7540.	

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.