GT | Disability Services

How to Request Faculty Notification Letters in AIM

Each semester, students must initiate the process to send Faculty Notification Letters (Accommodation Letters) to their course instructors if accommodations are needed. The student will select which classes to send letters to, verify which accommodations they are requesting, and then submit their accommodation requests through the AIM Student Portal. Requests will be reviewed by Disability Services staff, and then emails will be sent out through AIM directly to the Instructor of Record for the Course.

Note: *Students can request Faculty Notification Letters (Accommodation Letters) one week prior to the academic term. Letters requested when classes are in session are processed as received but may take up to 48 hours to be sent.*

1. Log into AIM Portal with your GTID SSO information. This will take you to "My Dashboard."

2. Click "Add Requests" under the Accommodation Requests tile.
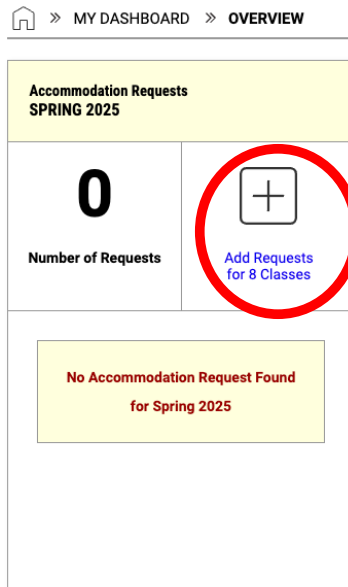
3. Select the courses for which you are requesting accommodations. If you wish to apply the same accommodations to all selected courses, you may also select that option. Then click continue to next step.

ACCOMMODATION REQUESTS

How to Request Accommodations ⌄

STEP: SELECT COURSES

☐ APPH 1040.D - SCI FOUNDATION OF HEALTH (CRN: 31263)

☐ BIOS 2600.A - GENETICS (CRN: 27368)

☐ NEUR 4001.A - NEURO RESEARCH PROJECT (CRN: 27748)

☐ NEUR 4001.A01 - NEURO RESEARCH PROJECT (CRN: 26704)

☐ PSYC 4090.A - COGNITIVE NEUROSCIENCE (CRN: 34189)

☐ VIP 4602.LAB - VIP PROJECT TEAM: SR II (CRN: 27518)

☐ VIP 4602.VWK - VIP PROJECT TEAM: SR II (CRN: 27921)

☐ Apply the **same accommodations** to all selected courses.

CONTINUE TO NEXT STEP ❯

4. Select which accommodations you are requesting for each course. You may choose to "Select All," select accommodations individually, or opt out of sending accommodations for that specific course.

PSYC 4090.A

Course Title:

PSYC 4090.A - Cognitive Neuroscience (CRN: 34189)

Course Detail ⌄

SELECT ACCOMMODATIONS

☐ Select All

☐ Extended Time x1.50

☐ Permission to Use the Testing Center

☐ Quiet Low Distraction Test Area

☐ I do not need accommodation for this course: **PSYC 4090.A**.

5. In the "Step: Final Step" tile, click "Submit Request." Once the Accommodation Request is submitted, your request(s) will be put in a queue for review by Disability Service staff. Your letters will be emailed to your faculty members once the staff approves your request, typically within 48 hours.

STEP: FINAL STEP

SUBMIT REQUEST >

START OVER >