

# How to Modify Accommodation Requests in AIM

This guide provides a straightforward process for modifying your accommodations in AIM, ensuring that your educational needs are met effectively.

1 Navigate to [AIM](#)

2 Click "View Request Detail" or scroll down to see your accommodation requests

The screenshot displays the AIM interface with three main sections:

- AVAILABLE SIGNUP LIST:** Includes a "Select Signup:" dropdown menu with "Select One" and a "CONTINUE TO SIGN UP >" button.
- Accommodation Requests SPRING 2025:** Shows a large number "2" for "Number of Requests", an "Add Requests" button with a plus icon, and a "View Request Detail" link circled in red. Below is a "List of Accommodation Requests:" with two items:
  - EAT 100.001 - EAS ACCOMMODATED TESTING (CRN: 202501)
  - EAT 110.002 - TEST COURSE 110 (CRN: 202502)
- YOUR NOTIFICATIONS:** Contains a placeholder notification: "\*\*\*THIS IS AN EXAMPLE NOTIFICATION\*\*\*" and explanatory text about manual notifications and system deployment.

970-248-1856

**Educational Access Services**  
eas@coloradomesa.edu

Houston Hall 108

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Click "Modify Request" under the specific course you wish to change your requested accommodations for.

#### ACCOMMODATION REQUESTS

**No Courses Listed from the School:**

- 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 in the list below 48 hours after registering, please contact Educational Access Services.
- Your courses might not display below if you are part of the course waiting list.

#### EAT 100.001

Status:

**Approved - Notification Scheduled**

Course Title:

**EAS Accommodated Testing (202501)**

Available Action:

[Modify Request](#)

Request Summary

Course Detail

Accommodation Requested:

- **Alternate Format Textbooks**

#### EAT 110.002

Status:

**Approved - Notification**

Course Title:

**Test Course 110 (202501)**

Available Action:

[Modify Request](#)

Request Summary

Course Detail

Accommodation Requested:

- **Testing - Extra Time**

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Select or unselect any accommodations you want or no longer want.

Faculty Notification Letter:

**Scheduled**

Approval Status:

**Thursday, January 02, 2025 at 08:46 AM**

**By: Demi Golden**

The following accommodation is added by the staff:

- Testing - Memory Aid on Math exams only (Limited to Subject: MATH, MATC and STAT)

#### SELECT ACCOMMODATIONS \*

- Alternate Format Textbooks
- American Sign Language
- Assistance in Lab
- Disability-Related Absences (DRA)
- Peer Notetaker
- Permission to Audio Record Lectures
- Testing - Extra Time 1.50x
- Testing - Reduced Distraction Environment

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Click "Update Request". EAS will approve the request and faculty notifications will be updated accordingly.

Alternate Format Textbooks

American Sign Language

Assistance in Lab

Disability-Related Absences (DRA)

Peer Notetaker

Permission to Audio Record Lectures

Testing - Extra Time 1.50x

Testing - Reduced Distraction Environment

**UPDATE REQUEST** >

**CANCEL REQUEST** >