



## ACCOMMODATION AND ACCESSIBILITY SERVICES (A&AS)

# STEPS TO REQUEST LETTERS OF ACCOMMODATION (LOA) FOR NEXT QUARTER

### 1. Register for classes on time

- Check ctc link for assigned *Enrollment Access Time*
- Meet with assigned advisor before registration for educational planning and to obtain quarterly access code if needed (under 30 graded credits earned)
- Register for classes on time

### 2. Meet with A&AS to request next quarter LOA's

- Go to "my apps" section of the Big Bend's webpage and select Accessible Information Management "AIM"
- Review previous quarter accommodations and discuss next quarter accommodation needs on a class-by-class basis
- Request accommodations by following these steps in AIM

### 3. Submit LOA to instructors

- Meet with instructors on first day of class or as soon as possible to discuss how accommodations will be implemented in each class
- Accommodations are not retroactive; they are activated when instructor receives LOA each quarter
- Contact A&AS if there are questions or concerns about the implementation of the accommodations any time throughout the quarter