

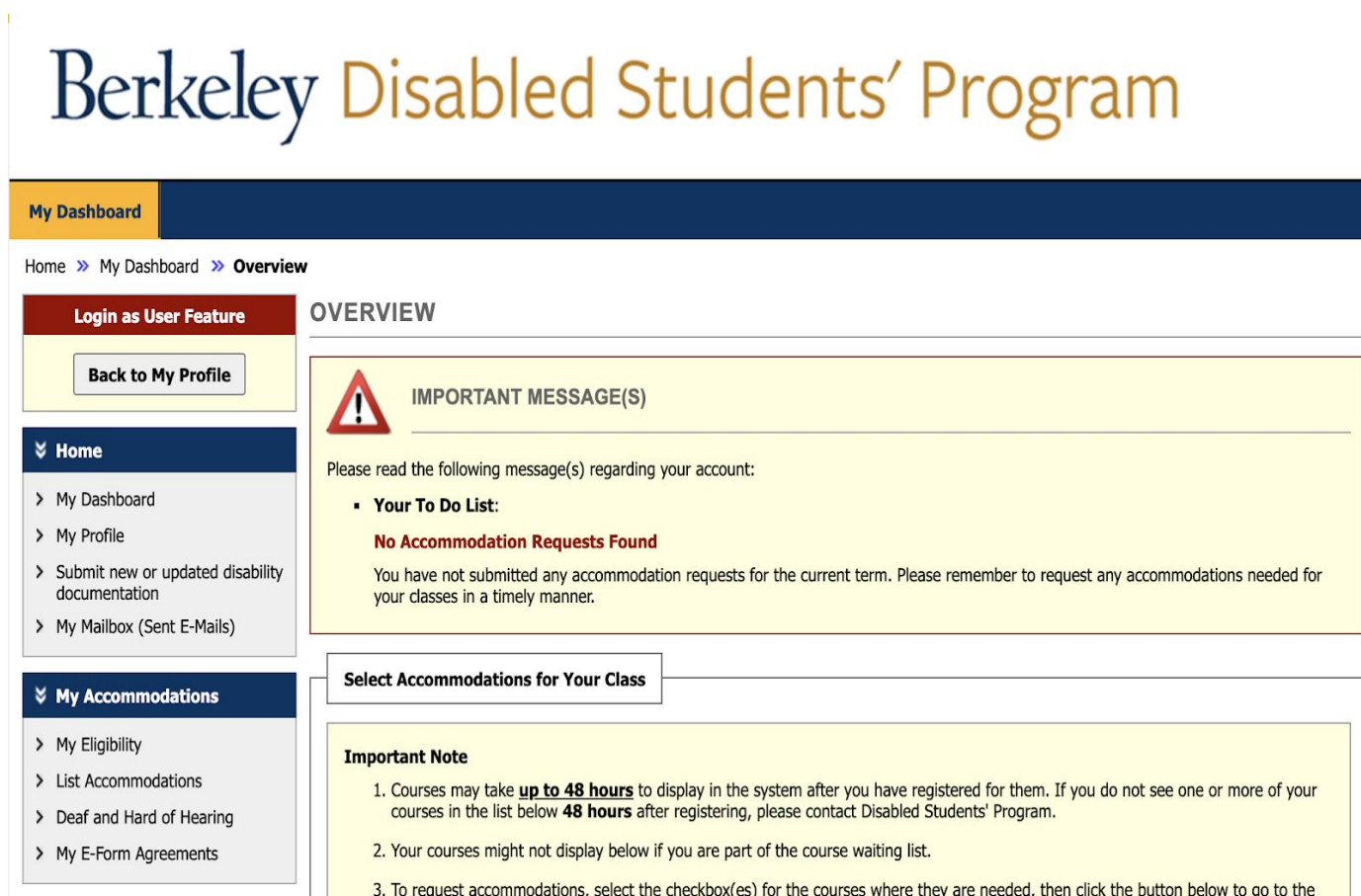
# How to Request Communication Accommodations through AIM

## Overview:

To request communication accommodations each semester, you must log into **AIM**, which is the new platform DSP will be using to process your accommodations.

## Logging into AIM and Finding Your Classes:

- Use your **UC Berkeley ID and Password** to log into AIM via this link: <https://bachelor.accessiblelearning.com/Berkeley/>
- After logging in, make sure you are in the “**My Dashboard**” tab.



**My Dashboard**

Home > My Dashboard > Overview

**OVERVIEW**

**IMPORTANT MESSAGE(S)**

Please read the following message(s) regarding your account:

- **Your To Do List:**  
**No Accommodation Requests Found**  
You have not submitted any accommodation requests for the current term. Please remember to request any accommodations needed for your classes in a timely manner.

**Select Accommodations for Your Class**

**Important Note**

1. 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 Disabled Students' Program.
2. Your courses might not display below if you are part of the course waiting list.
3. To request accommodations, select the checkbox(es) for the courses where they are needed, then click the button below to go to the

- Scroll down to the section titled “**Select Accommodations for Your Class**” to find your current registered class(es) with UC Berkeley. If you do not see a course you believe you are registered for, check the “**Important Notes**” in the yellow box above your classes.

## Requesting Accommodations:

1. Under “**Step 1: Select Class(es)**,” select the class(es) for which you wish to receive communication accommodations by checking each course’s corresponding box (see the screenshot below).

**Select Accommodations for Your Class**

**Important Note**

1. 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 Disabled Students' Program.
2. Your courses might not display below if you are part of the course waiting list.
3. To request accommodations, select the checkbox(es) for the courses where they are needed, then click the button below to go to the next page to select your accommodations.
4. If you are **unable to select a checkbox** from the list of courses below, that means you have already submitted your request for accommodations for that course.
5. If you wish to **modify your accommodation request** (change or cancel a request), scroll down until your course is displayed and select either **Modify Request** or **Cancel Request**.

**Step 1: Select Class(es)**

- Spring 2021** - PBHLTH 220D.1 - HLTH POL ADVOCACY (CCN: 30675)
- Spring 2021** - PBHLTH 290.4 - HEALTH SEMINARS (CCN: 30341)
- Spring 2021** - PBHLTH 290.9 - HEALTH SEMINARS (CCN: 17900)
- Fall 2020** - PBHLTH 142.1 - INTRO PROB STAT (CCN: 29528)
- Fall 2020** - PBHLTH 200L.1 - HSB BREADTH (CCN: 29615)
- Fall 2020** - PBHLTH 223D.1 - FOUNDATIONS OF HPM (CCN: 29668)
- Fall 2020** - PBHLTH 224A.1 - ORG BEHAV MGMT (CCN: 31608)
- Fall 2020** - PBHLTH 226A.1 - HEALTH ECONOMICS A (CCN: 33372)
- Fall 2020** - PBHLTH 250A.1 - EPIDEMIOLOG METH I (CCN: 29517)
- Fall 2020** - PBHLTH 298.4 - GROUP STUDY (CCN: 15335)

**Step 2 - Continue to Customize Your Accommodations**

2. Click “**Step 2: Continue to Customize Your Accommodations**” to begin selecting accommodations for each class. If you have multiple accommodations available, they will all be displayed on this screen under each individual course you have selected. For example, in the screenshot below, the student is eligible for multiple communication accommodations.

**Final Step: Select Accommodation(s) for Each Class**

**AMERSTD 102.1 - Us Cultures/Place (CCN: 21399)**

Instructor(s): [REDACTED]

Days and Time(s): **MW at 10:00 AM - 11:59 AM**

Date Range(s): **01/19/2021 - 05/07/2021**

Location(s): [REDACTED]

Select the check box if you have entered a **WRONG CCN**. You will not be required to specify your accommodation for this class.

**Select Accommodation(s) for AMERSTD 102.1**

Captioned media     
 Notetaking     
 Priority registration  
 Real-time captioning     
 Seat near source of sound

3. When you have finished selecting your accommodations for **each** of your classes, click the **“Submit Your Accommodation Requests”** button at the bottom of the page. This will submit your request for accommodations to the DSP office. Once processed, DSP will email your Faculty Notification Letter to both you and your instructors. At that time, your accommodations for the current semester will be listed on the “My Dashboard” tab.

**ENGLISH 165.4 - Special Topics (CCN: 24890)**

Instructor(s): [REDACTED]

Days and Time(s): **TR at 12:30 PM - 01:59 PM**

Date Range(s): **01/19/2021 - 05/07/2021**

Location(s): [REDACTED]

Select the check box if you have entered a **WRONG CCN**. You will not be required to specify your accommodation for this class.

**Select Accommodation(s) for ENGLISH 165.4**

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 Notetaking     
 Priority registration  
 Real-time captioning     
 Seat near source of sound

*If you have any difficulty with these steps or have questions, please contact [Trennad@berkeley.edu](mailto:Trennad@berkeley.edu)*