

## Sending Accommodation Letters

1. Log in to AIM Utilizing your Marian University credentials <https://hunter.accessiblelearning.com/Marian>
2. Once logged in for the first time, you will be required to read and agree to the PLC Rights and Responsibilities and then it will take you to your main login screen

**Back to My Profile**

**Home**

- > My Dashboard
- > My Profile
- > Additional Documentation
- > My Mailbox (Sent E-Mails)

**My Accommodations**

- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > My E-Form Agreements

Any questions or concerns?  
Use the following contact information:  
**Primary Advisor**  
Name: Amanda Bell  
Phone: (317) 955 - 6266  
Send Email

**Logout**

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

**Log Out**

**IMPORTANT MESSAGE(S)**

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

- **Your To Do List:**  
**No Accommodation Requests Found**  
You have not requested notification letters for the current term. Please make sure to request notification letters as soon as possible for any classes in which you need accommodations.

**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 Personalized Learning Center.
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)**

- Fall 2022 - MED 627.MM01 - NEURO, EENT, MOTOR SYSTEMS (CRN: 17237)
- Fall 2022 - MED 715.MM01 - INTRO TO CLINICAL MEDICINE 3 (CRN: 17238)
- Fall 2022 - MED 716.MM01 - OSTEOPATHIC PRINC & PRACT 3 (CRN: 17239)
- Fall 2022 - MED 717.MM01 - DERM, IMMUN, SKELETAL, ORTHO (CRN: 17240)

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

**LIST ACCOMMODATIONS FOR FALL 2022**

Refine Search Result: **Search All**

**Refine Search**

### 3. Select Accommodations for Your Class

- Step 1, select classes (this is what classes you would like your accommodations set up for)
  - o Once selected click Step 2- Continue to Customize your Accommodations

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

- Step 2: Select Accommodation(s) for Each Class

- You will need to check the Select Accommodation for each individual course
- Please note, Wendy Labuzan is listed as the primary instructor. Your Course directors are also listed on the classes and will receive the notice as well.
- Once you have chosen the accommodation box for each course, click **SUBMIT YOUR ACCOMMODATION REQUESTS** at bottom of page

The screenshot shows a web interface for selecting accommodations. On the left, there is a navigation menu with options like 'My Profile', 'My Eligibility', and 'My Accommodations'. The main content area displays three course entries, each with a form to select accommodations. The first course is MED 627.MM01, the second is MED 715.MM01, and the third is MED 716.MM01. Each course entry includes the instructor's name (Wendy Labuzan), the days and times, the date range, and the location. Below each course entry, there is a checkbox to select accommodations, with 'Testing Accommodations' highlighted in yellow. A 'Logout' button is visible in the bottom left corner.

Days and Time(s): **MTWRF** at 08:00 AM - 12:00 PM  
Date Range(s): **08/08/2022 - 10/15/2022**  
Location(s): **EC 152 (Campus: MAIN)**

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

Select Accommodation(s) for **MED 627.MM01**

Testing Accommodations

**MED 715.MM01 - Intro To Clinical Medicine 3 (CRN: 17238)**

Instructor(s): **Wendy Labuzan**  
Days and Time(s): **M** at 04:05 PM - 07:00 PM, **R** at 12:00 PM - 07:00 PM, **W** at 04:00 PM - 07:00 PM, **E** at 03:05 PM - 07:00 PM  
Date Range(s): **08/22/2022 - 08/29/2022, 08/08/2022 - 12/17/2022, 10/24/2022 - 10/24/2022**  
Location(s): **EC 150 (Campus: MAIN)**

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

Select Accommodation(s) for **MED 715.MM01**

Testing Accommodations

**MED 716.MM01 - Osteopathic Princ & Pract 3 (CRN: 17239)**

Instructor(s): **Wendy Labuzan**  
Days and Time(s): **W** at 12:05 PM - 04:00 PM  
Date Range(s): **08/08/2022 - 12/17/2022**  
Location(s): **EC 150 (Campus: MAIN)**

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

Select Accommodation(s) for **MED 716.MM01**

Testing Accommodations

4. Your Accommodation letter has now been sent. Your course director, Wendy, and yourself will receive an email with your letter included.