

Requesting Accommodations with CAR

Start in your AIM account. Click the “List Accommodations” tab on the left.

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 your accommodations after you register your classes.

If you have any questions, please contact our office.

Center for Accessible Resources
Main Campus, Building 1, Room 218
Eugene, Oregon 97405
Phone: (541) 463-5150 (Voice)
Fax: (541) 463-4739
Email: AccessibleResources@lanecc.edu

Select Accommodations for Your Class

Important Note

- Course may take **up to 48 hours** to display in the system after you have registered for your courses. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Center for Accessible Resources.
- Your courses might not display below if you are part of the course waiting list.
- If you are **unable to select the checkbox** from the list of courses below, that means you have submitted your request for accommodation for that course.
- If you wish to **modify your accommodation request** (change, cancel a request) scroll down until your course is displayed and select either modify request or cancel request.

Any questions or concerns? Use the following contact information:
Primary Advisor or Counselor
Name: Catherine Reschke
Phone: (541) 942 - 5972
Send Email

Select the classes you want to request accommodations for. Then click “Continue to Customize Your Accommodations.”

Home >> My Dashboard >> List Accommodation Requests

LIST ACCOMMODATION REQUESTS

Select Accommodations for Your Class

Important Note

- Course may take **up to 48 hours** to display in the system after you have registered for your courses. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Center for Accessible Resources.
- Your courses might not display below if you are part of the course waiting list.
- If you are **unable to select the checkbox** from the list of courses below, that means you have submitted your request for accommodation for that course.
- If you wish to **modify your accommodation request** (change, cancel a request) scroll down until your course is displayed and select either modify request or cancel request.

Step 1: Select Class(es)

- Winter 2016 - FR 102.002 - FIRST YEAR FRENCH (CRN: 30289)
- Winter 2016 - MTH 095.004 - INTERMEDIATE ALGEBRA (CRN: 30112)
- Winter 2016 - WR 122.012 - ARGUMENT, STYLE, AND RESEARCH (CRN: 30861)

Agreement to request accommodation language.

Step 2 - Continue to Customize Your Accommodations

LIST ACCOMMODATIONS FOR WINTER 2016

Refine Search Result: Search All

Select the accommodations you'd like to request for each class, then click "Submit Your Accommodation Requests."

Home >> My Dashboard >> List Accommodation Requests

Login as User Feature

[Back to My Profile](#)

Home

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My Accommodations

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Test Accommodations
- > My Signed Forms

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Name: Catherine Reschke
Phone: (541) 942 - 5972
[Send Email](#)

LIST ACCOMMODATION REQUESTS

Final Step: Select Accommodation(s) for Each Class

FR 102.002 - First Year French (CRN: 30289)

Instructor(s): Karin Almquist
Days and Time(s): MWF at 10:00 AM - 11:50 AM
Date Range(s): 01/04/2016 - 03/11/2016
Location(s): LCC04 451

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 FR 102.002

Test/Quiz Accommodations

[Submit Your Accommodation Requests](#) [Back to Overview](#)

Fill out required forms. You must do this before you can access the rest of AIM.

Welcome Justin Example! [My Profile](#) [My Mailbox \(Sent E-Mails\)](#) [My Accommodations](#) [Sign Out](#)

Lane Community College

My Dashboard

Home >> My Dashboard >> **REQUIRED FORMS**

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- > My Dashboard
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[Send Email Address](#)

Action Required: System finds the following form(s) for you to read and sign before you can proceed accessing your dashboard:

- > Furniture Accommodations Student Agreement
- > Test Accommodation Student Guidelines

Questions? Contact Us!

Please contact our office if you have any questions regarding alternative format request.

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Fax: (541) 463-4739
Email: AccessibleResources@lanecc.edu

Read the entire form, and if you agree to the terms and conditions, sign the form with your name exactly how it's printed in AIM.

Welcome Justin Example! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

- Is not responsible for organizing or paraphrasing a student's thoughts into a final
- most "readable" draft.
- Is responsible for general spelling and sentence-ending punctuation. Students
- are responsible for detailing to the scribe any spelling specific, class-related
- terminology or punctuation.
- The student will direct the scribe to make any corrections; otherwise, what has
- been dictated by the student will be turned in as is.
- For responses requiring equations, the student must specify where to place
- figures and operands.

Reader and scribe accommodations will be provided using technology through text-to-speech and speech-to-text software programs.

For more information, please visit <https://www.lanec.edu/disability/student-agreements>.
I have read and understand the Agreement for Students utilizing Test Accommodations requested through the Center for Accessible Resources at Lane Community College.

Your Consent

Signature*:

Note: Please sign exactly as **Justin Example**

By submitting this form, you have agreed to the terms and conditions specified above. **Submit Form**

NEED HELP? Access Tutorials
CENTER FOR ACCESSIBLE RESOURCES Lane Community College

Click on "List Accommodations." You will see a list of accommodations you requested.

Welcome Justin Example! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

Phone: (541) 463 - 5150
Send Email Address

Previous Term Term: Winter 2016 Next Term

Number of Records Found: 3 Show Limit: 100 per Page Update
Showing Records: 1 - 3 Navigate to Page: 1 Go Previous Next

FR 102.002 - First Year French (CRN: 30289) Modify Request Cancel Request

Instructor(s): Renee Mackey
Days and Time(s): MWF at 10:00 AM - 11:50 AM
Date Range(s): 01/04/2016 - 03/11/2016
Location(s): LCC04 451

Request Status

Approved

First Entered by: Renee Mackey
First Entered on: 02/26/2016 at 01:42 PM
Last Updated by: Valerie Ruddy
Last Updated on: 02/29/2016 at 11:21 AM

Notification Letter

Status: Emailed
Last Emailed: 02/29/2016 at 11:21 AM
Last Printed: Not Specified
Last Read by Instructor: Not Specified

List Accommodation(s) Selected for FR 102.002

- Alternate chair
- Test/Quiz Accommodations

Other Information

- View Complete Request History

MTH 095.004 - Intermediate Algebra (CRN: 30112) Modify Request Cancel Request

From here you can cancel or modify accommodations. Click “Modify Request” next to the class you want to select different accommodations for.

Welcome Justin Example! My Profile My Mailbox (Sent E-Mails)

Refine Search

Previous Term Term: Winter 2016 Next Term

Number of Records Found: 3 Show Limit: 100 per Page Update

Records: 1 - 3 Navigate to Page: 1 Go Previous Next

102.002 - First Year French (CRN: 30289) [Modify Request](#) [Cancel Request](#)

Requestor(s): Renee Mackey
 Requested Time(s): MWF at 10:00 AM - 11:50 AM
 Requested Date Range(s): 01/04/2016 - 03/11/2016
 Request Code(s): LCC04 451

Request Status

First Entered by: Renee Mackey
 First Entered on: 02/26/2016 at 01:42 PM
 Last Updated by: Valerie Ruddy

Notification Letter

Status: **Emailed**
 Last Emailed: 02/29/2016 at 11:21 AM
 Last Printed: **Not Specified**

Select the accommodations you want, then click “Update request”.

Welcome Justin Example! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

My ACCOMMODATIONS

- Information Release Consents
- My Eligibility
- List Accommodations
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Any questions or concerns? Use the following contact information:
 Phone: (541) 463 - 5150
 Send Email Address

Request Status

Approved

First Entered by: Renee Mackey
 First Entered on: 02/26/2016 at 01:42 PM
 Last Updated by: Valerie Ruddy
 Last Updated on: 02/29/2016 at 11:21 AM

Notification Letter

Status: **Emailed**
 Last Emailed: 02/29/2016 at 11:21 AM
 Last Printed: **Not Specified**
 Last Read by Instructor: **Not Specified**

Select Accommodation(s) for FR 102.002

Alternate chair Test/Quiz Accommodations

Important Note

Your request for accommodation has been **APPROVED** and any changes to your request will be reviewed by the staff for approval. When the staff makes a decision on your request, you will receive a notification.

To view all pending request submitted for this class, please use the following link: [View Pending Request\(s\)](#).

Please contact our office if you have not received any update regarding your pending request within 3 business days.

[Update Request](#) [Cancel Request](#) [Back to List](#)

Request History

Accommodation Request was **Approved** on Friday, February 26, 2016 at 01:42:43 PM by Renee Mackey.

Type of Accommodations	Type	Date Processed
Test/Quiz Accommodations	Added	02/26/2016 at 01:42 PM
Alternate chair	Added	02/26/2016 at 01:42 PM

Questions? Contact Us!

Please contact our office if you have any questions or concern.

Now your request will appear as “Pending”. You can click “Cancel Pending Request” to revert back to your original accommodations.

Welcome Justin Example! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

Showing Records: 1 - 3 Navigate to Page: 1 Go Previous Next

FR 102.002 - First Year French (CRN: 30289) [Modify Request](#) [Cancel Request](#)

Instructor(s): **Renee Mackey**
 Days and Time(s): **MWF at 10:00 AM - 11:50 AM**
 Date Range(s): **01/04/2016 - 03/11/2016**
 Location(s): **LCC04 451**

 Pending	First Entered by: Renee Mackey First Entered on: 02/26/2016 at 01:42 PM Last Updated by: Valerie Ruddy Last Updated on: 02/29/2016 at 11:21 AM	Notification Letter Status: Emailed Last Emailed: 02/29/2016 at 11:21 AM Last Printed: Not Specified Last Read by Instructor: Not Specified
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Pending Approval

Request Submitted on Thursday, March 10, 2016 at 09:58:58 AM by Justin Example

- Test/Quiz Accommodations is Removed.

Available Action(s): [Cancel Pending Request](#)

List Accommodation(s) Selected for FR 102.002 <ul style="list-style-type: none"> Alternate chair Test/Quiz Accommodations 	Other Information <ul style="list-style-type: none"> View Complete Request History
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MTH 095.004 - Intermediate Algebra (CRN: 30112) [Modify Request](#) [Cancel Request](#)

Instructor(s): **Renee Mackey**

Click “Cancel Request” to cancel accommodations for a class completely.

Welcome Justin Example! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out



My Dashboard

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OVERVIEW

Cancelling Accommodation

Reason to Cancel Services*:

[Cancel Accommodation Request](#) [Back to List](#)

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 Eugene, Oregon 97405
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 Phone: **(541) 463 - 5150**
 Send [Email Address](#)

Select a reason from the list and click “Cancel Accommodation Request.”

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OVERVIEW

Cancelling Accommodation

Reason to Cancel Services*: **Select One**

- Select One
- I do not need services for this class
- I have dropped or withdrawn from this class
- I have withdrawn from the college
- I would like to make changes to my accommodation request
- This Class is a non-lecture class

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To request this information in an alternate format (Braille, digital, audio or large print), please contact Center for Accessible Resources: (541) 463-5150 (voice); 711 (relay); Building 19, 231; or AccessibleResources@lanecc.edu.