

Purpose:

To inform students how to utilize AIM's Deaf/Hard of Hearing Portal.

Systems Used:

[AIM – Deaf Hard of Hearing Module](#)

Procedures:

Event organizer or the student or faculty member requesting services will enter their request in the AIM module as either a **Class Request** or **Custom Request**.

1. Click on Deaf and Hard of Hearing in lefthand column, then **Custom Requests** for all request types

Home » My Dashboard » Deaf and Hard of Hearing

Login as User Feature


[Back to My Profile](#)

DEAF AND HARD OF HEARING

Overview **Custom Requests**

Submit Custom Request

Simple and Easy Way to Track and Request Your Services



SUMMER 2020 ASSIGNMENTS

AIM 10100.01 - Aim 101
Status: No Staff Assigned
AIM 10200.01 - Aim 102
Status: No Staff Assigned

Questions? Contact Us!

Please contact our office if you have any questions regarding transcriber or interpreter assignment in your class.

Student Disability Services
The University of Chicago | Campus & Student Life
5501 South Ellis Avenue | Chicago, Illinois 60637
Office: 773.702.6000 | Fax: 773.926.0996

Please Note: Student Disability Services hours are Monday through Friday 8:30a-5p (email received outside of these hours or on weekends/holidays will be responded to on the following business day.)

Any questions or concerns?
Use the following contact information:

Phone: **(773) 702 - 6000**
[Send an Email](#)



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

THE UNIVERSITY OF CHICAGO

My Dashboard

Home >> My Dashboard >> Deaf and Hard of Hearing

DEAF AND HARD OF HEARING [Overview](#) [Custom Requests](#)

Please choose from the following forms:

Classroom Accommodation

[Use this link to request accommodation for your class.](#)

Schedule Custom Request

[This form is only for meetings and events outside of class.](#)

[Follow this link to make a request for a meeting or event.](#)

Questions? Contact Us!

Please contact our office if you have any questions regarding transcriber or interpreter assignment in your class.

Student Disability Services
The University of Chicago | Campus & Student Life
5501 South Ellis Avenue | Chicago, Illinois 60637
Office: 773.702.6000 | Fax: 773.926.0996

Please Note: Student Disability Services hours are Monday through Friday 8:30a-5p (email received outside of these hours or on weekends/holidays will be responded to on the following business day.)

Home

- > My Dashboard
- > My Profile
- > Change My Login Information
- > Additional Accommodation Request Form
- > My Mailbox (Sent E-Mails)

My Accommodations

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > Alternative Formats
- > Notetaking Services
- > Deaf and Hard of Hearing
- > My E-Form Agreements

2. Select **Classroom Accommodation** to create requests for courses you are enrolled in, or **Custom Request** for all others – labs, workshops, meetings, etc.

Classroom Accommodation

1. Choose course by CRN number and select the accommodation(s) you are requesting from the list, then submit request. If you decide to alter your accommodations or to drop the class, come back to this page and Update Request to make necessary changes.



My Dashboard

Home >> My Dashboard >> List Accommodation Requests

Login as User Feature

[Back to My Profile](#)

Home

- > My Dashboard
- > My Profile
- > Change My Login Information
- > Additional Accommodation Request Form
- > My Mailbox (Sent E-Mails)

My Accommodations

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > Alternative Formats
- > Notetaking Services
- > Deaf and Hard of Hearing
- > My E-Form Agreements



Any questions or concerns? Use the following contact information:

Phone: (773) 702 - 6000
[Send an Email](#)

Important Dates

LIST ACCOMMODATION REQUESTS

AIM 10100.01 - Aim 101 (CRN: 123456)

[Cancel Request](#)

Instructor(s): **Sandra Fernandez**
 Days and Time(s): **TR at 01:30 PM - 03:20 PM**
 Date Range(s): **06/22/2020 - 07/30/2020**
 Location(s): **SDS 102 (Campus: MAIN)**

Request Status



Approved

First Entered by: Sandra Fernandez
 First Entered on: **07/15/2020 at 04:20 PM**
 Last Updated by: Rosemary Cook
 Last Updated on: **07/22/2020 at 09:35 AM**

Notification Letter

Status: **Emailed**
 Last Emailed: **07/15/2020 at 04:31 PM**

Select Accommodation(s) for AIM 10100.01

- | | | |
|---|--|---|
| <input type="checkbox"/> Alternative Formats: Electronic copies | <input checked="" type="checkbox"/> Alternative Testing | <input type="checkbox"/> ASL Interpreting |
| <input checked="" type="checkbox"/> CART Services | <input checked="" type="checkbox"/> Flexibility with Attendance Policy | <input type="checkbox"/> Peer Notetaker |

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](#)

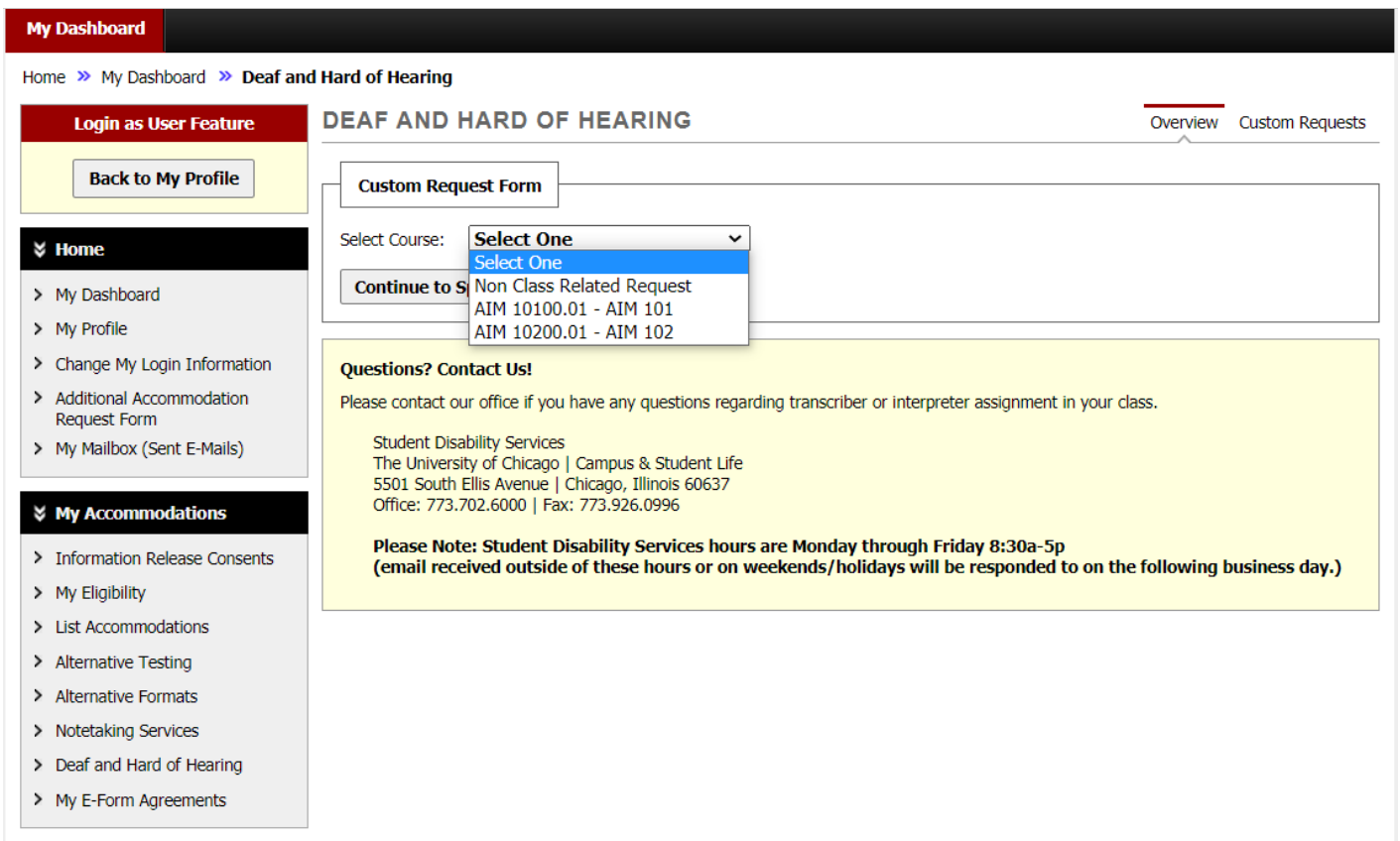
[Cancel Request](#)

[Back to List](#)

- Once requests are approved, you'll see service provider(s) assigned to your course by logging into the Deaf and Hard of Hearing module, located on the left-hand navigation menu.

Custom Requests

1. Click the green box titled Schedule Custom Request
2. Choose the class associated with your custom request, or choose non-class related



The screenshot shows the 'My Dashboard' for 'Deaf and Hard of Hearing' students. The main heading is 'DEAF AND HARD OF HEARING'. There are two tabs: 'Overview' and 'Custom Requests'. The 'Custom Request Form' is the active section. It includes a 'Select Course' dropdown menu with a 'Continue to S' button. The dropdown menu is open, showing options: 'Select One', 'Non Class Related Request', 'AIM 10100.01 - AIM 101', and 'AIM 10200.01 - AIM 102'. Below the form is a yellow box with contact information for Student Disability Services and a note about office hours.

My Dashboard

Home >> My Dashboard >> Deaf and Hard of Hearing

Login as User Feature

[Back to My Profile](#)

DEAF AND HARD OF HEARING

Overview Custom Requests

Custom Request Form

Select Course: **Select One** ▼

Continue to S

- Select One
- Non Class Related Request
- AIM 10100.01 - AIM 101
- AIM 10200.01 - AIM 102

Questions? Contact Us!

Please contact our office if you have any questions regarding transcriber or interpreter assignment in your class.

Student Disability Services
The University of Chicago | Campus & Student Life
5501 South Ellis Avenue | Chicago, Illinois 60637
Office: 773.702.6000 | Fax: 773.926.0996

Please Note: Student Disability Services hours are Monday through Friday 8:30a-5p (email received outside of these hours or on weekends/holidays will be responded to on the following business day.)

My Accommodations

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > Alternative Formats
- > Notetaking Services
- > Deaf and Hard of Hearing
- > My E-Form Agreements

3. Enter all pertinent info into the request, as example shows below. Enter any notes for the coordinator in the Notes section. **Important: Zoom info must be entered in Location field if meeting is virtual.**



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

Home >> [My Dashboard](#) >> [Deaf and Hard of Hearing](#)

Login as User Feature

[Back to My Profile](#)

Home

- > My Dashboard
- > My Profile
- > Change My Login Information
- > Additional Accommodation Request Form
- > My Mailbox (Sent E-Mails)

My Accommodations

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > Alternative Formats
- > Notetaking Services
- > Deaf and Hard of Hearing
- > My E-Form Agreements

Any questions or concerns? Use the following contact information:
Phone: (773) 702 - 6000
[Send an Email](#)

DEAF AND HARD OF HEARING [Overview](#) [Custom Requests](#)

AIM 10100.01 - Aim 101 (CRN: 123456)

! TERMS AND CONDITIONS OF SUBMITTING CUSTOM REQUEST

Please read carefully about terms and conditions on submitting custom request below:

- The custom request made after **11:55 PM** will be processed **the next business day**.
- The earliest to request schedule custom request is **Tuesday, August 11, 2020**. If you need it earlier, please contact our office as soon as possible.
- ##CUSTOMIZE ME## TERMS AND CONDITIONS FOR CUSTOM REQ

Event Information

Event Name:

Speaker(s):

Event Date:
Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Time Start:

Time End:

Location:
Please specify where the event will be held in detail (i.e. address or building location).

Request Type(s) *

<input type="checkbox"/> Captioning - Faculty/ staff request	<input type="checkbox"/> Captioning - Student request
<input type="checkbox"/> Captioning- Other Departments	<input type="checkbox"/> Class
<input type="checkbox"/> Interpreting - Faculty/Staff Request	<input type="checkbox"/> Interpreting - Student Request
<input type="checkbox"/> Interpreting- Other Departments	<input type="checkbox"/> Lab
<input checked="" type="checkbox"/> Meeting	<input type="checkbox"/> On-site Captioning
<input type="checkbox"/> Public Event	<input type="checkbox"/> Remote Captioning
<input checked="" type="checkbox"/> Remote Interpreting	<input type="checkbox"/> Video Captioning
<input type="checkbox"/> Workshop	

Media Used

<input type="checkbox"/> DVD Video	<input type="checkbox"/> Online Clip
<input type="checkbox"/> Power Point Slides	<input type="checkbox"/> VHS Video
<input type="checkbox"/> Video File	

Note: Preferred interpreter: AB, CD, or EF. Scheduled from 11:30-12:30, but I'd like to meet with the professor afterward for 30 minutes.

[Submit Custom Request](#)



- 4. Copy request is available if this will be a repeated event. Once you click on Copy Request, all of the same information will appear. Edit as needed, then hit Submit. Repeat as needed.

Upcoming Custom Requests

Saturday, October 10, 2020 at 10:00 AM - 11:00 AM

Meeting with Professor

Request Status: 1 - Processing

Submitted on: Friday, October 09, 2020 at 04:41:58 PM [View or Modify Request](#) [Copy Request](#)

After clicking on Copy Request, a new window will appear with all of the same information as your original request. All you have to do is enter the new date. Repeat as needed.

Event Information

Event Name *: Meeting with Professor

Speaker(s):

Event Date *:

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Time Start *: 10 AM 00

Time End *: 11 AM 00

Location *: uchicago.zoom.us/j/123456789

Please specify where the event will be held in detail (i.e. address or building location).

Request Type(s) *

- Captioning - Faculty/ staff request
- Captioning - Student request
- Captioning- Other Departments
- Class
- Interpreting - Faculty/Staff Request
- Interpreting - Student Request