



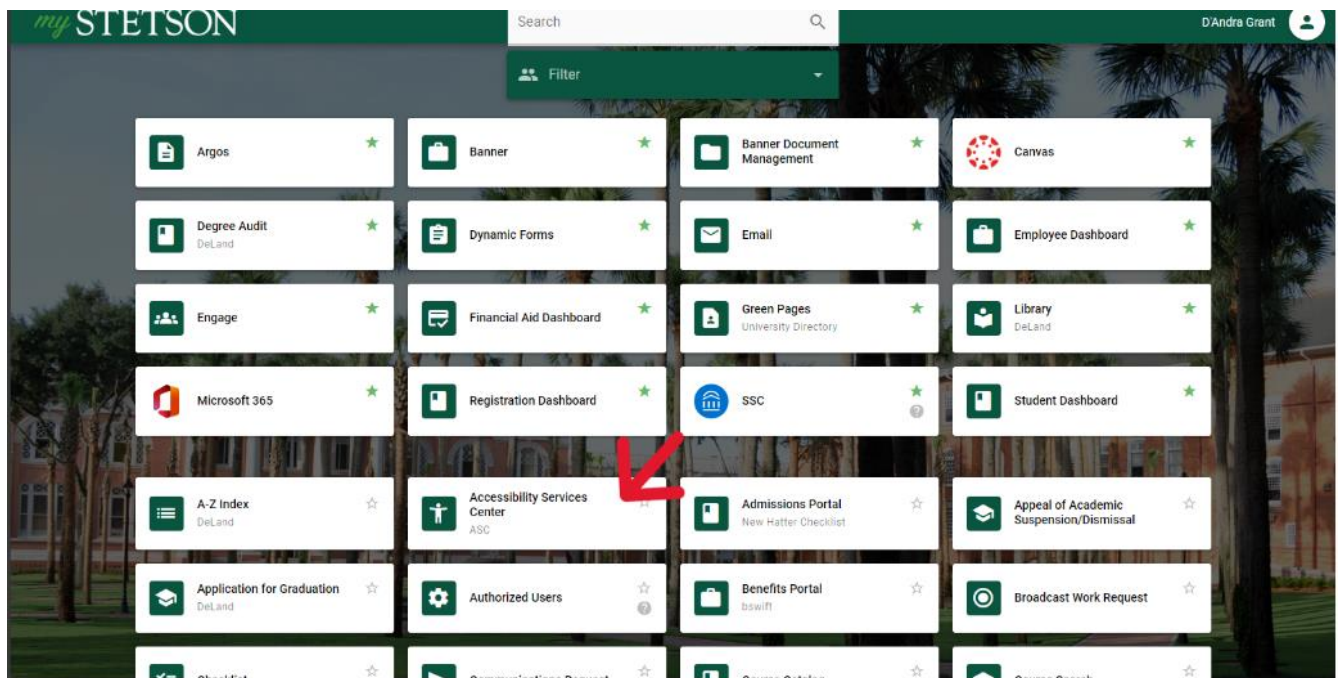
Accessibility Services Center

Stetson University

How to Request Accommodations

Before requesting accommodations you must first get connected with our office. For instructions, please visit [Accessibility - Home - Stetson University](#) and select 'New Accommodations'

Step 1:



Visit your my.stetson page a click on the ASC page (Figure 1).

Figure 1: Stetson's My Stetson home page with a red arrow pointing to the "Accessibility Services Center" Tab

Step 2:
Select Renew Accommodations (Figure 2).

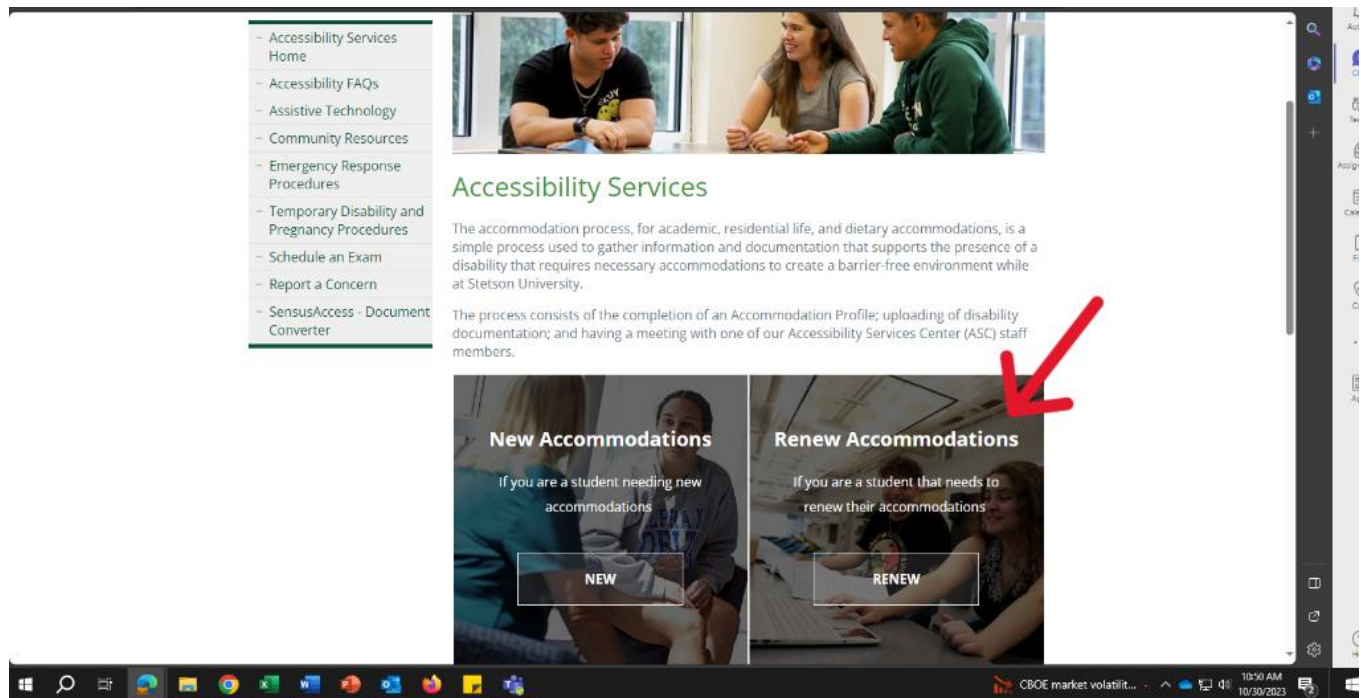


Figure 2: ASC Webpage-With a Red Arrow Pointing to Renew Accommodations

Step 3:
Select Request/ Renew Accommodations (Figure 3)

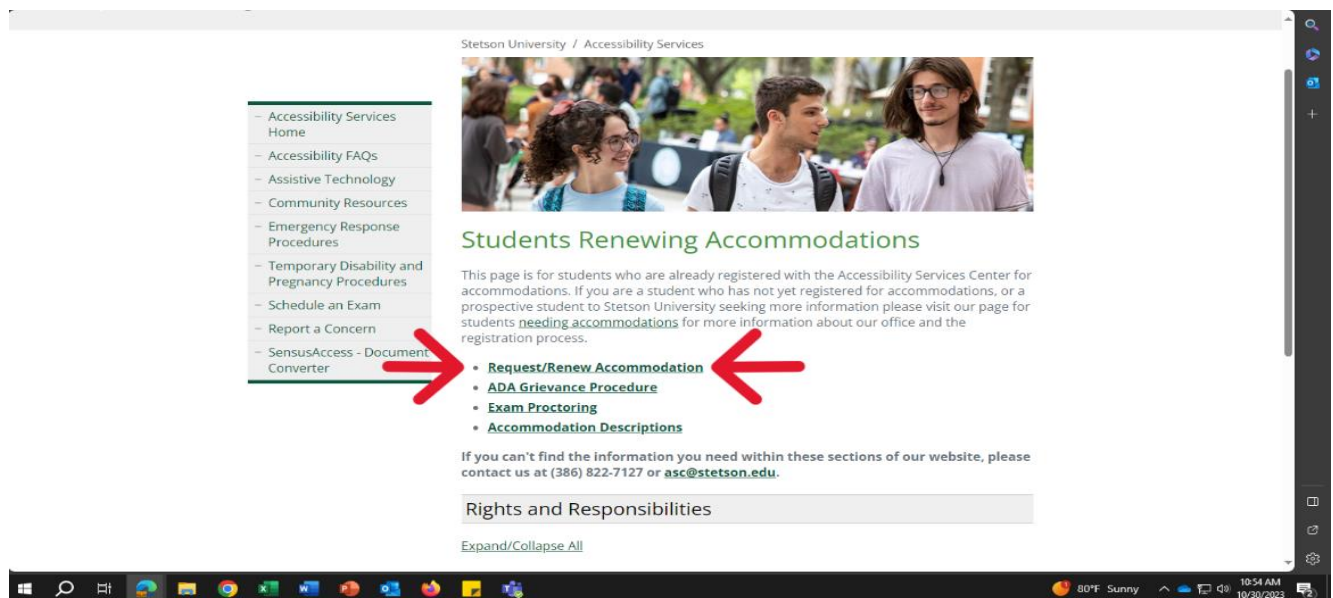


Figure 3: Stetsons Accessibility Webpage for “Students Renewing Accommodations” with a red arrow pointing to the “Request/Renew Accommodations Link”

Step 4:

This will re-route you to your AIM Webpage dashboard. Scroll Down to Select Accommodations

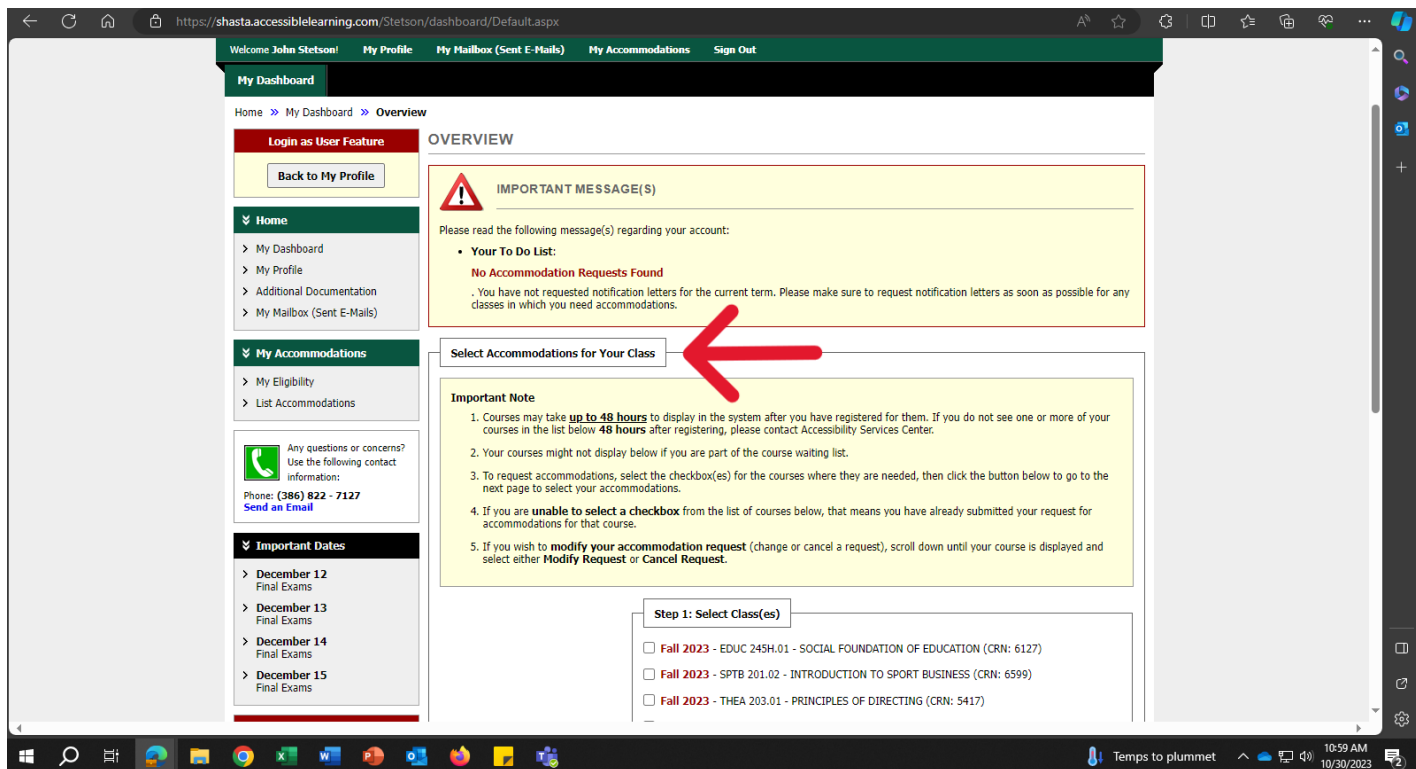


Figure 4: Stetson AIM Webpage, with a red arrow pointing to “Select Accommodations for your class.”

Step 5: Select The Classes You Are Requesting Accommodations For

Welcome John Stetson! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

My Profile

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

My Accommodations

- > My Eligibility
- > List Accommodations

Any questions or concerns? Use the following contact information:
Phone: (386) 822 - 7127
[Send an Email](#)

Important Dates

- > December 12 Final Exams
- > December 13 Final Exams
- > December 14 Final Exams
- > December 15 Final Exams

Logout

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

[Log Out](#)

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 Accessibility Services 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 2023 - EDUC 245H.01 - SOCIAL FOUNDATION OF EDUCATION (CRN: 6127)
- ☒ Fall 2023 - SPTB 201.02 - INTRODUCTION TO SPORT BUSINESS (CRN: 6599)
- ☒ Fall 2023 - THEA 203.01 - PRINCIPLES OF DIRECTING (CRN: 5417)
- ☒ Fall 2023 - THEA 210.01 - THEATRE WORKSHOP (CRN: 5418)

Step 2 - Continue to Customize Your Accommodations

LIST ACCOMMODATIONS FOR FALL 2023

Refine Search Result: [Search All](#)

[Refine Search](#)

Figure 5: Stetson AIM Webpage, with a red arrow pointing to "Select classes."

Step 6: Select Step 2-Continue to Customize Your Accommodations

December 13 Final Exams

December 14 Final Exams

December 15 Final Exams

Logout

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Step 1: Select Class(es)

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- ☐ Fall 2023 - SPTB 201.02 - INTRODUCTION TO SPORT BUSINESS (CRN: 6599)
- ☐ Fall 2023 - THEA 203.01 - PRINCIPLES OF DIRECTING (CRN: 5417)
- ☐ Fall 2023 - THEA 210.01 - THEATRE WORKSHOP (CRN: 5418)

Step 2 - Continue to Customize Your Accommodations

Figure 6: Stetson AIM Webpage, with a red arrow pointing to "Select Step 2-Continue to Customize Your Accommodations"

Step 7:

The next page will list your classes for the upcoming term. Under the headings ‘**Select Accommodation(s) for your class,**’ select the accommodation(s) you would like to use for each class (Figure 7).

The screenshot shows the Stetson AIM Webpage. The top navigation bar includes 'Welcome John Stetson!', 'My Profile', 'My Mailbox (Sent E-Mails)', 'My Accommodations', and 'Sign Out'. The left sidebar has a 'Login as User Feature' with a 'Back to My Profile' button, and a 'My Home' section with links to 'My Dashboard', 'My Profile', 'Additional Documentation', and 'My Mailbox (Sent E-Mails)'. Below this is a 'My Accommodations' section with a 'My Eligibility' link, which is highlighted by a red arrow. A contact information box for the Accessibility Services Center (ASC) is also present. The main content area is titled 'OVERVIEW' and shows the 'Final Step: Select Accommodation(s) for Each Class'. It lists two classes: 'EDUC 245H.01 - Social Foundation Of Education (CRN: 6127)' and 'SPTB 201.02 - Introduction To Sport Business (CRN: 6599)'. For each class, there is a section to 'Select Accommodation(s)' with checkboxes for 'Fidget/Movement in Class', 'Permissible Early Exit', 'Personal Lumbar Support', and 'Preferential Seating'. A red arrow points to the 'Select Accommodation(s) for EDUC 245H.01' dropdown menu.

Figure 7: Stetson AIM Webpage, with a red arrow pointing to “Select Accommodations for “___” Class ”

Step 8:

Select “Submit Your Accommodation Request”(Figure 8)

The screenshot shows the Stetson AIM Webpage. The top navigation bar is the same as in Figure 7. The left sidebar is also the same. The main content area is titled 'THEA 210.01 - Theatre Workshop (CRN: 5418)'. It shows the instructor 'Patrick Pieri', the days and time 'MTWRF at 02:00 PM - 05:00 PM', the date range '08/24/2023 - 12/15/2023', and the location 'MOA 2NDSTAGE (Campus: D)'. Below this is a section to 'Select Accommodation(s) for THEA 210.01' with checkboxes for 'Fidget/Movement in Class', 'Permissible Early Exit', 'Personal Lumbar Support', and 'Preferential Seating'. A red arrow points to the 'Submit Your Accommodation Requests' button. Below the accommodation selection is a 'Questions? Contact Us' section with contact information for the Accessibility Services Center (ASC). The bottom of the page has a 'NEED HELP?' section with links to 'Access Tutorials', 'Contact Our Office', and 'Read Disclaimer', and an 'ACCESSIBILITY SERVICES CENTER' section with contact information for Stetson University.

Figure 8: Stetson AIM Webpage, with an arrow pointing to “Submit Your Accommodations Requests”

Step 9:

A white check mark inside a green circle will be displayed to confirm that the system has successfully processed your request.

The screenshot displays the Stetson AIM Webpage interface. At the top, a green banner reads "Welcome John Stetson! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out". Below this, a sidebar on the left contains navigation links: "Home" (My Dashboard, My Profile, Additional Documentation, My Mailbox), "My Accommodations" (My Eligibility, List Accommodations), "Important Dates" (December 12, 13, 14, 15 Final Exams), and "Logout". The main content area features a "SYSTEM UPDATE IS SUCCESSFUL" message with a green checkmark icon. Below this is a "SUMMARY OF ACCOMMODATION REQUESTS (CURRENT AND FUTURE)" section showing "Fall 2023" with a large green circle containing a white "4" and a "View" link. A "LIST ACCOMMODATIONS FOR FALL 2023" section includes a search bar and a table of requests. The first request is for "EDUC 245H.01 - Social Foundation Of Education (CRN: 6127)" with instructor Christopher Colwell, scheduled for 11:30 AM - 12:45 PM on 08/24/2023 - 12/15/2023 at DAVIS 206. The request status is "Approved" (green checkmark) and the notification letter status is "Scheduled". A second request for "SPTB 201.02 - Introduction To Sport Business (CRN: 6599)" is also shown with instructor Matthew DiFebo, scheduled for 01:00 PM - 02:15 PM on the same dates at LBC 014. The request status is "Approved" and the notification letter status is "Scheduled".

Welcome John Stetson! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

Back to My Profile

Home

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

My Accommodations

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Important Dates

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- December 15 Final Exams

Logout

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Log Out

SYSTEM UPDATE IS SUCCESSFUL

The system has successfully processed your request.

SUMMARY OF ACCOMMODATION REQUESTS (CURRENT AND FUTURE)

Fall 2023

4

[View](#)

LIST ACCOMMODATIONS FOR FALL 2023

Refine Search Result: [Refine Search](#)

Previous Term Term: Fall 2023 Next Term

EDUC 245H.01 - Social Foundation Of Education (CRN: 6127) [Modify Request](#) [Cancel Request](#)

Instructor(s): Christopher Colwell

Days and Time(s): TR at 11:30 AM - 12:45 PM

Date Range(s): 08/24/2023 - 12/15/2023

Location(s): DAVIS 206 (Campus: D)

Need to Add a Different Instructor? [Update It Here](#)

Request Status

First Entered by: D'Andrea Grant

First Entered on: 10/30/2023 at 11:19 AM

Notification Letter

Status: Scheduled

Approved

First Entered by: D'Andrea Grant

First Entered on: 10/30/2023 at 11:19 AM

Last Updated by: D'Andrea Grant

Last Updated on: 10/30/2023 at 11:19 AM

List Accommodation(s) Selected for EDUC 245H.01

- Fidget/Movement in Class
- Permissible Early Exit
- Personal Lumbar Support
- Preferential Seating

Other Information

- [View Complete Request History](#)

SPTB 201.02 - Introduction To Sport Business (CRN: 6599) [Class Details](#) [Modify Request](#)

Instructor(s): Matthew DiFebo

Days and Time(s): TR at 01:00 PM - 02:15 PM

Date Range(s): 08/24/2023 - 12/15/2023

Location(s): LBC 014 (Campus: D)

Request Status

First Entered by: D'Andrea Grant

Notification Letter

Status: Scheduled

Figure 9: Stetson AIM Webpage, with green checkmarks, showing that the request has successfully been submitted,

Questions? Contact Us?
Call: 386-822-7127
Email: asc@stetson.edu