

Instructions for Requesting Exams via AIM

- 1** Access the AIM portal.
If you have not requested accommodation letters to be sent to your instructors yet, please see [this link](#). This step must be done before you can schedule exams in AIM.
- 2** Once in AIM, your courses will be listed on your dashboard overview. If courses are not listed, contact the DSS office.

The screenshot displays the AIM portal interface for the Colorado School of Mines. The header includes the school's logo and name. The main navigation bar shows 'My Dashboard' and 'Overview'. A sidebar on the left contains links for 'Home' and 'My Accommodations'. The main content area is titled 'OVERVIEW' and features a 'Need Help?' section, a search filter for 'LIST ACCOMMODATIONS FOR SUMMER 2019', and a table of requests. One request for 'DISNEY 100.123 - History Of The Rebel Alliance' is highlighted with a red box, showing details such as instructor names, days and time, date range, and location. Below the table, there are sections for 'Request Status' (Approved) and 'Notification Letter' (Emailed).

Colorado School of Mines
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My Dashboard

Home » My Dashboard » Overview

OVERVIEW

Need Help?

If you do not see your courses listed below, it may be because DSS's system has not yet uploaded your classes from the school system. Please wait **up to 48 hours** for the system to be updated.
If you need immediate assistance, please contact our office or come into the office.

LIST ACCOMMODATIONS FOR SUMMER 2019

Refine Search Result:

[Previous Term](#) Term: Summer 2019 [Next Term](#)

Course	CRN	Instructor(s)	Days and Time(s)	Date Range(s)	Location(s)	Request Status	Notification Letter
DISNEY 100.123 - History Of The Rebel Alliance	1000	Tearrance Dunworth, Marla Draper, Ramsey Williams	MWF at 11:00 AM - 02:00 PM	01/02/2019 - 01/02/2020	A 101	Approved	Status: Emailed Last Emailed: 05/10/2019 at 10:11 AM

Request Status

Approved

First Entered by: Customer Support
First Entered on: 01/23/2019 at 11:28 AM
Last Updated by: Customer Support
Last Updated on: 05/10/2019 at 10:11 AM

Notification Letter

Status: Emailed
Last Emailed: 05/10/2019 at 10:11 AM

List Accommodation(s) Selected for DISNEY 100.123

- Alternative Testing

Other Information

- [View Complete Request History](#)

Primary Advisor
Name: Marla Draper
Phone: Not Specified
Send Email

3 Under My Accommodations, click on the alternative testing link as shown here.

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My Dashboard

Home » My Dashboard » Overview

OVERVIEW

Need Help?

If you do not see your courses listed below, it may be because DSS's system has not yet uploaded your classes from the school system. Please wait **up to 48 hours** for the system to be updated.
If you need immediate assistance, please contact our office or come into the office.

LIST ACCOMMODATIONS FOR SUMMER 2019


Refine Search Result:

[Previous Term](#) Term: Summer 2019 [Next Term](#)

DISNEY 100.123 - History Of The Rebel Alliance (CRN: 1000) [Modify Request](#) [Cancel Request](#)

Instructor(s): Tarrance Dunworth, Marla Draper, Ramsey Williams
Days and Time(s): MWF at 11:00 AM - 02:00 PM
Date Range(s): 01/02/2019 - 01/02/2020
Location(s): A 101

Request Status

 **Approved**

First Entered by: Customer Support
First Entered on: 01/23/2019 at 11:28 AM
Last Updated by: Customer Support
Last Updated on: 05/10/2019 at 10:11 AM

Notification Letter

Status: **Emailed**
Last Emailed: 05/10/2019 at 10:11 AM

Any questions or concerns?
Use the following contact information:

4 Under Alternative Testing, select the course you wish to schedule an exam. Click the "Schedule an Exam" button.

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My Dashboard

Home » My Dashboard » Alternative Testing

ALTERNATIVE TESTING

Alternative Testing Agreement(s)

Below is the list of all Alternative Testing Agreement(s) submitted through the system. You can still request exams even if there is no Alternative Testing Agreement specified.

Select Class: **MATH 225.B- DIFFERENTIAL EQUATIONS (50231) - No Alternative Testing Agreement**

Schedule an Exam

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Under Exam Detail, complete required fields. Read and agree to the Terms and Conditions. Click “Add Exam Request” button to complete

Exam Detail

Select Class: **MATH 225.B- DIFFERENTIAL EQUATIONS**

Request Type: **Exam**

Date: **9/16/19**
Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Time: **10 AM** **30**

Services Requested:
 Extra Time 1.50x

Additional Note:

Term(s) and Condition(s)

Please indicate that you have read and agreed to the following statement(s):

- All tests administered through the Testing Center are held in 1600 Jackson Street Suite 110 unless otherwise confirmed through MTC staff or faculty.
- Students should arrive at least 15 minutes before their planned examination time.
- Requests occurring fewer than 5 business days prior to the exam date are subject to availability
- Parking allotments for students using the Testing Center are available upon request, the student will need to park in the visitor lot for the Jackson Street Location and let the front desk know when they arrive with their License Plate number

Add Exam Request **Back to Testing Requests Overview**

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Once complete, the following confirmation will appear for this exam.

EXAM REQUEST

List All Exams Exams for the Current Class Add Exam Request

SYSTEM UPDATE IS SUCCESSFUL

The system has successfully processed your request.

CLASS: DISNEY 100.123 - History Of The Rebel Alliance (CRN: 1000)

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Click "View Other Exams" to see status of exams requested.

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My Dashboard

Home >> My Dashboard >> **Alternative Testing**

ALTERNATIVE TESTING

Login as User Feature

[Back to My Profile](#)

SMS (Text Messaging)

Status: **OFF**

[Update Preference](#)

Alternative Testing Agreement(s)

Below is the list of all Alternative Testing Agreement(s) submitted through the system. **You can still request exams even if there is no Alternative Testing Agreement specified.**

Select Class: **Select One**

[Schedule an Exam](#)

UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM

DISNEY 100.123 - History Of The Rebel Alliance	View Other Exams
Exam - Monday, September 16, 2019 at 09:00 AM	Modify Request Cancel Request
Status: Processing	
Request Entered on Tuesday, July 09, 2019 at 04:01:45 PM	

Home

- > My Dashboard
- > My Profile
- > SMS (Text Messaging)
- > Equipment Checked Out
- > Additional Accommodation Request Form
- > My Mailbox (Sent E-Mails)

My Accommodations

- > My Eligibility
- > List Accommodations
- > Alternative Testing