



## APPLYING FOR ACCOMMODATIONS AND SERVICES

The Office of Student Access Services (SAS) utilizes an online application system that you can complete at any time. The 3-step registration process can be found on the webpage for the Office of Student Access Services, <https://www.bradley.edu/campus/student-access-services/> under the heading "Register for Accommodation Support".

### The 3-step registration procedure is as follows:

- **Step 1** - Student's completion of the AIM application; detailed instructions follow on this page, so you can see what information will be requested.
- **Step 2** - Documentation of the disability from a current treating professional or recent clinical evaluator, utilizing our Disability Verification Form. This form can be downloaded from Step 2.
- **Step 3** – once you have completed steps 1 and 2, you will have an intake interview with SAS Director Kristina Montelongo, which you can schedule via <https://kristinamontelongo.youcanbook.me>

Until all steps of the registration process have been completed, your application will be considered pending with SAS and will not be eligible for services or accommodations. Incomplete files will be kept for one semester and then destroyed, but you can begin the process again at any time.

All documentation provided to Student Access Services will be strictly confidential. No information, except as provided by law, will be released to anyone, including parents, without the student's written consent.

Please reach out to us at [sas@bradley.edu](mailto:sas@bradley.edu) or to our Director, Kristina Montelongo, at [kmontelongo@fsmail.bradley.edu](mailto:kmontelongo@fsmail.bradley.edu) with any questions.

## APPLICATION WALKTHROUGH

All Requests for Accommodations are submitted online through AIM, our data management system. If you have not previously applied for services, please follow these steps to register with our office.

### BEFORE YOU BEGIN YOUR REQUEST ...

Here are a few things you need to know:

- You will be timed out of the application process after 30 minutes of idle time. When you return, you will need to start again from the beginning.
- We recommend you prepare by gathering information and/or considering how you will answer questions regarding:
  - previous schools attended
  - major, academic interest and career plans
  - how your disability impacts your daily life and how it affects you in an academic setting
  - prior accommodations, services and academic support you've received; whether/how they were effective
  - current prescription medications
- You must provide disability related documentation in support of your application; please see the SAS website for more explanation.
- All sections designated with \* require an answer; "none" or "not applicable" is an acceptable choice if a question does not apply to your disability.

To reach the Online Student Application, go to the AIM portal at the following link:

<https://yukon.accessiblelearning.com/Bradley/ApplicationStudent.aspx>

Remember that you will be timed out of the application process after 30 minutes.



#### Step 1: Fill in Application

- Select the term when you would like your accommodations to begin and complete the personal information section as requested. Remember items marked with \* are required fields that must be filled in before your application is submitted. Other fields are optional.

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Start Term\*:

Note: Select when you would like to start your services.

- Provide phone numbers where we can reach you. We recommend your cell number be entered as primary. Secondary could be a home phone, parent's cell, or anyone with whom we can leave a message for you. Your email address must be the one issued to you by the university; only the BU address can be used (ending with @mail.bradley.edu).

**Contact Information**

Primary Phone Number:   
 Hint: Enter 10-digit number only (i.e. enter 9998888888 for 999 888 8888).

Secondary Phone Number:   
 Hint: Enter 10-digit number only (i.e. enter 9998888888 for 999 888 8888).

Email Address\*<sup>†</sup>:   
 Note: Please enter your BU email address.

- Insert your address information as requested.
- Next, select your Primary Disability from the dropdown box. Any additional/secondary disabilities are entered in the next step.

**Additional Information**

Primary Disability\*<sup>†</sup>: **Select One**

- Hearing Loss
- === Learning Disability ===
- Aphasia
- Central Auditory Processing Disorder
- Dyscalculia
- Dysgraphia
- Dyslexia**
- Dysphasia
- Dyspraxia
- Language Processing Disorder
- Non-Verbal
- Z-Other Learning Disability
- === Physical Impairment ===
- Cerebral Palsy
- Ehler's Danlos Syndrome
- Muscular Dystrophy
- Z-Other Physical
- === Psych/Neuro Impairment ===
- Attention Deficit Hyperactivity Disorder
- Autism Spectrum Disorder

Aphasia       Central Auditory Processing Disorder  
 Dyscalculia       Dysgraphia

- If your request for accommodations is **temporary** (for example, you need the assistance of a scribe while your broken arm is in a cast for six weeks), chose **Temporary** as your primary disability and **Z-Other Physical** under the secondary disability. Then give us a more specific description in the **Other Disability or Note** box just below.
- If you have been diagnosed with more than one disability, choose from the list of Secondary Disability(ies). Should your diagnoses not appear, enter the name of the disability and a brief description in the **Other Disability or Note** location.

**Additional Information**

Primary Disability\*: **Select One** ▼

**Secondary Disability(ies)**

**General Category**

Other  Temporary

**Health Impairment**

Asthma  Chron's Disease

Diabetes  Migraines

Stroke  Z-Other Health

**Hearing Impairment**

Central Hearing Disorder  Deafness

Hearing Loss

- Complete the section with the degree and major you plan to pursue and the optional Ethnicity information. A space is provided for Additional Notes, where you can add comments or a second major.

Seeking Degree: **Select One** ▼

Major: **Select One** ▼

- Information on your accommodations comes next, what you might have had in the past and what you are requesting for the future.

Please select accommodations and services that you have received prior to registering with our office. These can be accommodations and services provided at your high school or other college/university. If there are none, please leave any selections blank.

**Prior Accommodations**

**Alternative Testing**

Calculator

Clarification of directions

If you are requesting accommodations and services for the first time, please verify your disability and your eligibility for services with your treating professional.

**Requesting Accommodations at SAS**

**Alternative Testing**

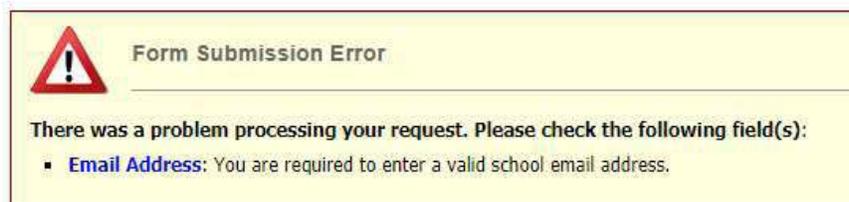
Calculator

Clarification of directions

Computer for essays

- The final part of the application asks for open-ended information that will help SAS staff become acquainted with you and assist in determining what services we may be able to provide. The information we are seeking includes:
  - Name and city of high school, community college or other post-secondary school you have attended.
  - Your area of academic interest and current career plan.
  - Description of your disability and its impact on your daily life.
  - How your disability affects you in an academic setting.
  - Effectiveness of prior accommodations, services, or academic support you received in the past.
  - Your learning strengths and concerns and how they impact your academic performance
  - Your academic, social and recreational interests.
  - Your planned living arrangements.
  - Any prescribed medications.

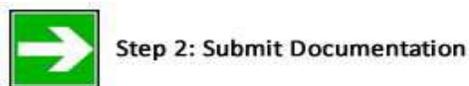
**BEFORE YOU SUBMIT YOUR APPLICATION**, be sure you have completed all of the \* required sections. If you miss one, you will get an error notice similar to this one ...



- You will also need to confirm you're a human before submission.



A confirmation email will be sent to your BU inbox once you have submitted. If you do not get a confirmation email, your application may not have been submitted properly.



Students are required to provide documentation of their disability prior to the provision of services. This documentation must be provided by the student seeking accommodation as a person with a disability as determined by a professional who has assessed and recorded the disability. An explanation of Disability Related Documentation can be found on the SAS website, as well as a downloadable **Disability Verification Form** that can

be presented to a documenting professional. Go to the webpage for the Office of Student Access Services, <https://www.bradley.edu/campus/student-access-services/> and navigate to Step 2 under Register for Accommodation Support to download the Disability Verification Form.

You and/or your treating professional can send supporting documentation to the SAS in a variety of methods.

**Upload through the AIM portal.** After your application is submitted, you will have the option of uploading scanned documentation. You may choose to return to your AIM portal at a later time to submit your uploaded documentation. Files **up to 4MB** in size can be submitted through AIM, and you can feel free to scan large documents, such as a multi-page medical report, in multiple uploads. For example, to upload a 30-page report, you might scan pages 1 through 15 as one file (“Jane Doe medical part 1”) and pages 16 through 30 as a second file (“Jane Doe medical part 2”).



**UPLOAD INSTRUCTION**

- If you are scanning your document at **150 - 300 dpi** as resolution.
- The maximum allowable file size is **1 MB** per upload.
- View: [Acceptable File Types](#).

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**UPLOAD FILE FOR USER**

**File Information**

File Title\*:

Select File:  **No file chosen**

**Email your file directly.** Files can be sent as email attachments to [sas@bradley.edu](mailto:sas@bradley.edu), including pdfs that are larger than 4MB in size.

**Fax your documentation.** The SAS fax number is 309-677-3685 and is available 24 hours. Feel free to share this number with any treating professional who may be submitting documentation on your behalf.

**Hard copy delivery.** Copies of documentation can be sent by US Postal Service, FedEx, or any other carrier to us at the following address:

Student Access Services  
Bradley University  
100 Heitz Hall  
1501 West Bradley Avenue  
Peoria, IL 61625-0126