



# AUGUSTA UNIVERSITY

## Testing & Disability Services

### Faculty Notification Letters emails

Faculty Notification Letters (Accommodation Letters) will primarily be emailed to the instructor from the AIM system. The email will be addressed from the student's assigned Testing and Disability Services (TDS). The instructor and student will receive a copy of each email when the notifications are sent. This replaces the process of TDS emailing a PDF copy of the accommodation letters to instructors.

- The subject line will read: **[TDS] Student Name – Course Number – Course Title (CRN) – Accommodation Letter**
- It will be addressed from: **Augusta - Testing and Disability Services** [tds@augusta.edu](mailto:tds@augusta.edu)

From: Augusta - Testing and Disability Services <[tds@augusta.edu](mailto:tds@augusta.edu)>  
Sent: Friday, August 2, 2024 3:02 PM  
To: Walker, Lameka <[LAWALKER@augusta.edu](mailto:LAWALKER@augusta.edu)>  
Subject: [EXTERNAL] [TDS] [RESENT] Mickey Mouse - WELLNESS 00007.6 - WELLNESS OF MICE (Course Registration Number: 999993) - Notification of Accommodation Notification 2024 - Summer

#### CAUTION: EXTERNAL SENDER

This email originated from an external source. Please exercise caution before opening attachments, clicking links, replying, or providing information to the sender. If you believe it to be fraudulent, contact the AU Cybersecurity Hotline at 72-CYBER (2-9237 / 706-722-9237) or [72CYBER@augusta.edu](mailto:72CYBER@augusta.edu).

2024 - Summer - WELLNESS 00007.6 - WELLNESS OF MICE (Course Registration Number: 999993)

**Important Notice:** The information in this letter is strictly confidential

Testing and Disability Services (TDS) is providing this accommodation notification regarding Mickey Mouse enrolled in WELLNESS 00007.6 - WELLNESS OF MICE (Course Registration Number: 999993).

Accommodations are required under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act and ensure students with disabilities have equal access to the benefits and opportunities of Augusta University.

It is the student's responsibility to contact you to discuss accommodations. Please respect the student's right to confidentiality and limit your discussion of student's disability or accommodations to private conversations with him/her. It is the student's decision whether to share specifics about their disability.

**Specific accommodations the student is eligible to receive:**

#### 1. Alternative Formats

If you choose the **Alternative Formats** group for your class, you're requesting access to all available alternative format accommodations. This includes:

- Braille: Materials provided in Braille for tactile reading.
- Books in Alternative Format: Textbooks and other reading materials converted into formats like large print or audio
- E-Text: Electronic text that can be read through screen readers or other assistive technology.

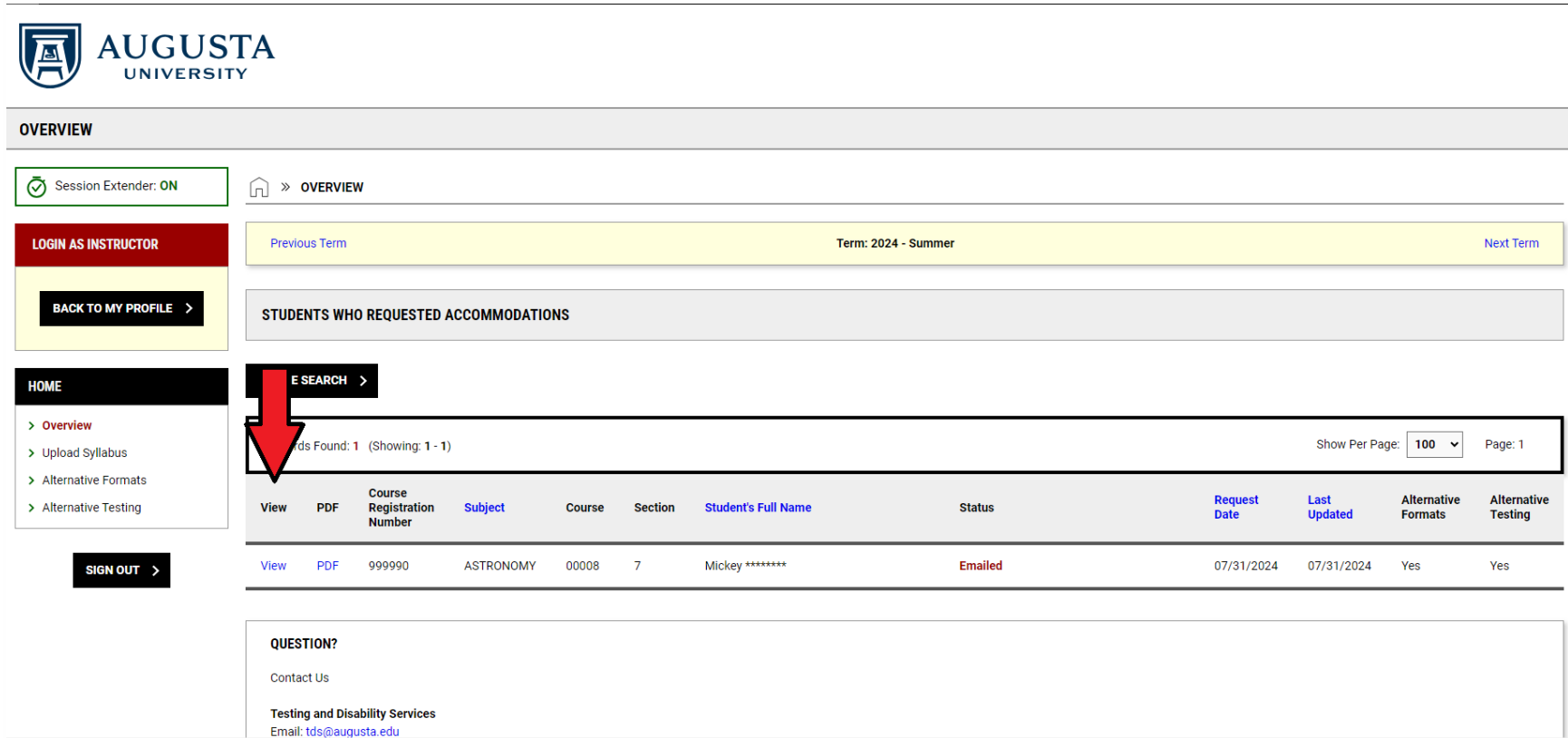
Selecting this group means you will receive all these accommodations for your class to ensure your course materials are accessible in the way you need.

- **Books in Alternative Format**  
Student may use an accessible format of their textbook which requ

- **E-Text**  
This student requires electronic text and class materials. This accommodation ensures that all course content is accessible in a digital format, allowing the use of assistive technologies such as screen readers or text-to-speech software. Please ensure that all necessary course materials include electronic, braille, and alternative format provided in an electronic format.

# Viewing the Faculty Notification Letters in AIM

In the **AIM Instructor Portal**, Faculty Notification Letters (Accommodation Letters) will also be available to review on the Overview page by clicking on "View" next to the student's name in the student listing.



**AUGUSTA UNIVERSITY**

OVERVIEW

Session Extender: ON

» OVERVIEW

Previous Term Term: 2024 - Summer Next Term

STUDENTS WHO REQUESTED ACCOMMODATIONS

HOME

- > Overview
- > Upload Syllabus
- > Alternative Formats
- > Alternative Testing

BACK TO MY PROFILE >

E SEARCH >

Items Found: 1 (Showing: 1 - 1) Show Per Page: 100 Page: 1

| View                 | PDF                 | Course Registration Number | Subject   | Course | Section | Student's Full Name | Status         | Request Date | Last Updated | Alternative Formats | Alternative Testing |
|----------------------|---------------------|----------------------------|-----------|--------|---------|---------------------|----------------|--------------|--------------|---------------------|---------------------|
| <a href="#">View</a> | <a href="#">PDF</a> | 999990                     | ASTRONOMY | 00008  | 7       | Mickey *****        | <b>Emailed</b> | 07/31/2024   | 07/31/2024   | Yes                 | Yes                 |

QUESTION?

Contact Us

Testing and Disability Services  
Email: [tds@augusta.edu](mailto:tds@augusta.edu)