

NAVIGATING THE NEW STUDENT ACCOMMODATION REQUEST FORM IN AIM

Disability Access Center

Walb Student Union, Room 113

(E) dac@pfw.edu

(P) 260-481-6657

(W) <https://www.pfw.edu/dac>

Access the Online Application

Link to Application

<https://augusta.accessiblelearning.com/PFW/ApplicationStudent.aspx>

Requesting Accommodations

Application:

- ****This application is meant only for the use of students that are new to the DAC.****
- This form will notify the DAC that you would like to receive accommodations at PFW and will give us some background knowledge about you (i.e., personal information, past accommodations, requested accommodations, etc.)
- Complete each question in as much detail as possible.



Problem with Login Sign In

PURDUE UNIVERSITY. FORT WAYNE

Home

Home >> Online Student Application

ONLINE STUDENT APPLICATION

2 Easy Steps to Register  Step 1: Fill in Application  Step 2: Submit Documentation

Welcome to the Disability Access Center (DAC)!

We are looking forward to working with you and assisting you by creating an accessible and inclusive educational environment at Purdue University Fort Wayne (PFW).

Please complete the Accommodation Request Form (ARF) in its entirety so we can best serve you. After you complete the ARF, the DAC will reach out to you to schedule a Welcome Meeting, where we will discuss disability-related barriers you may experience at PFW.

Personal Information

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

Expected Graduation Term: Note: Select when you plan to graduate.

First Name *:

Last Name *:

Middle Name:

Optional: Preferred Name:

Student ID: Hint: Enter 9 alpha numeric characters.

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

Gender *:

Requesting Accommodations

Application:

- Submit Application:
 - Click the “Submit Application” button.

Problem with Login Sign In

12. Is there anything else you may feel is valuable for us to know? *

13. Are there any specific questions you have that we can answer during your Welcome Meeting? *

Students registered with the Disability Access Center at Purdue University Fort Wayne are responsible for the following:

- Sharing their formal, approved accommodations with instructors in a timely manner via the Course Accessibility Letter.
- Confirming with instructors that their Course Accessibility Letter is received and that instructors have the necessary information to put accommodations in place.
- Notifying the Disability Access Center immediately if any approved accommodations are ineffective or if those accommodations are not being provided by instructors.
- Requesting new or different accommodations at any time.
- Following all policies, procedures, and deadlines published by the Disability Access Center.

Submit Application

NEED HELP?
Access Tutorials
Contact Our Office
Read Disclaimer

DISABILITY ACCESS CENTER
Purdue University Fort Wayne
Walb Student Union, Room 113, 2101 E. Coliseum Blvd.
Fort Wayne, IN 46815

Website: [Visit Us](#)
Email Us: dac@pfw.edu

Phone: (260) 481 - 6657
Fax: (260) 481 - 6018

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Requesting Accommodations

Application:

- Application Submission Confirmation:
 - After your application has been submitted a green checkmark will be displayed at the top of the page with the message “Application Submitted”.
- Documentation Upload:
 - Name the file using the “File Title”
 - Upload file using the “Choose File” button, select file, then click “Open”
 - Finish upload by clicking “Upload Documentation”


Problem with Login Sign In

PURDUE UNIVERSITY FORT WAYNE

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Home >> Submitting Documentation

SUBMITTING DOCUMENTATION

 **APPLICATION SUBMITTED**

You've successfully submitted your request. If you do not receive an email confirmation, please first check your junk/spam folder and then contact our office.

Please upload any relevant third-party documentation that would support the accommodations you are requesting.

Disability-related documentation should provide information on the impact of the condition in order to determine appropriate accommodations. Documentation may include assessments, reports, and/or letters from qualified evaluators, professionals, or institutions.

Common sources of documentation may include health care providers, psychologists, diagnosticians, and/or information from a previous school (e.g. accommodation agreements/letters, 504 Plan, or IEP).

UPLOAD INSTRUCTION

- If you are scanning your document at **150 - 300 dpi** as resolution.
- Upload one file at a time and the maximum allowable file size is **20 MB** per upload.
- View: [Acceptable File Types](#).

File Information

File Title *:

Select File: **No file chosen**

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8/17/2021

Submitting Documentation

Please note:

- Documentation Upload Confirmation:
 - Once your documentation has been submitted successfully a green checkmark will be displayed with message “File was Successfully Uploaded”

The screenshot shows the 'Submitting Documentation' page on the Purdue University Fort Wayne website. At the top, there are links for 'Problem with Login' and 'Sign In'. Below the navigation bar, the page title is 'SUBMITTING DOCUMENTATION'. A green checkmark icon and the text 'FILE WAS SUCCESSFULLY UPLOADED' are highlighted with a red oval. Below this, a message states: 'The file was successfully uploaded. You will receive a confirmation email. If you need to upload another file, please use the file upload feature again.' Further down, there are instructions for uploading documentation, including a note about resolution (150 - 300 dpi) and file size (20 MB per upload). At the bottom, there is a 'File Information' section with a 'File Title' field, a 'Select File' button, and two 'Upload Documentation' buttons. The footer contains contact information for the Disability Access Center, including the website, email, and phone/fax numbers. The date '8/17/2021' is visible in the bottom right corner.

QUESTIONS?

Contact the Disability Access Center:

- Email: dac@pfw.edu
- Phone: 260-481-6657
- Location: Walb Student Union, Room 113