

How to Complete the Application for SAS: Assistance with Submitting Documentation

Student Accessibility Services is excited to announce the launch of **AIM** (Accessible Information Management) -- our new online accommodation management portal. New students to the SAS office can apply for services directly through the AIM portal. This document explains the steps for submitting documentation to SAS.

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Submitting Documentation Later

1. Friendly reminder, supporting disability documentation is necessary in completing your application to determine eligibility for services with Student Accessibility Services.
2. Once you are ready to submit documentation to SAS for review, you have three options:
 - a. You can email the documentation to Student Accessibility Services at sas@qcc.mass.edu
 - b. Stop by the SAS office and have them scanned. SAS is in the Administration Building on the second floor in room 246A.
 - c. Or go back to the AIM SAS Application received email to access AIM to upload your documents.
3. In that SAS Application Received email, located in the Next Steps box in the first bullet, click on “**AIM Login.**”

Next Steps

- If you have not already submitted **supporting documentation**, you may upload documentation by using the following link: [AIM Login](#). Click on View Application, then Click on the tab labeled Files, and it will bring you to page where you will be able to upload your documentation. Or you can email your disability documentation at any time to sas@qcc.mass.edu.
- For more information, SAS's Disability Documentation Guidelines can be located on [Student Accessibility Service's webpage](#). The guidelines are also attached to this email.
- After SAS reviews application, you will be assigned a SAS Coordinator and will receive an email invitation to schedule an **intake appointment** with them.

4. It will ask you for the email you used to create the application.

HOME » APPLICATION CENTER


CONTACT INFORMATION

Email Address* :

FORM SUBMISSION

SEND CONFIRMATION CODE >

5. You will have to complete the authentication code process again to access your application with SAS. (Reminder – code was sent to the email used, please check there for the code needed).



APPLICATION CENTER

HOME

- > Online Services Home
- > Instructor Portal
- > Start/Resume Application

HOME » APPLICATION CENTER

AUTHENTICATION CODE

We emailed an authentication code to your email.

If you don't see an email from us in your inbox in the next 10 minutes, please check your spam or junk folder.

Authentication Code* :

FORM SUBMISSION

VERIFY CODE >

6. It will bring you to this page. Click on “View Application.”

🏠 » OVERVIEW

INTRODUCTION

Directions: Please take some time to complete this application. After you complete this form, Student Accessibility Services (SAS) will contact you with next steps, which include the following:

- Submission of **Disability Documentation**
- To set up your **Intake Appointment**

If you have any questions about this form or need assistance, please contact SAS at:
508-854-4471
sas@qcc.mass.edu

Please know that the information you provide will be kept private in accordance with the Family Education Rights & Privacy Act (FERPA). For more information on FERPA, please visit: [QCC's FERPA Statement](#)

STUDENT APPLICATION

Template:
Application for Student Accessibility Services

Status:
Please Schedule Intake with SAS Coordinator

Started On:
Wednesday, July 17, 2024 at 10:37 AM

VIEW APPLICATION >

7. Locate the tab labeled, “Files” and click on it.

STUDENT APPLICATION - MAIN APPLICATION

🏠 » STUDENT APPLICATION - MAIN APPLICATION

Ginny Weasley

ID 00000010 Phone 4015803912 Email qcc2hwalker@gmail.com

[OVERVIEW](#) [QUESTIONNAIRE](#) [FILES](#) [MAILBOX](#)

SIGN OUT >

INTRODUCTION

Type: **Application for Student Accessibility Services.**

Application for services and accommodations for students with documented disabilities.

Directions: Please take some time to complete this application. After you complete this form, Student Accessibility Services (SAS) will contact you with next steps, which include the following:

- Submission of **Disability Documentation**. For more information, SAS's Disability Documentation Guidelines can be located on [Student Accessibility Service's webpage](#).
- To set up your **Intake Appointment**

If you have any questions about this form or need assistance, please contact SAS at:
508-854-4471
sas@qcc.mass.edu

APPLICATION INFORMATION

Start Term:
2024 - Summer 2

PERSONAL INFORMATION

First Name:
Ginny

Lived Name:
Not Specified

Middle Name:
Not Specified

Last Name:
Weasley

CONTACT INFORMATION

8. You will see any documentation that you have already submitted under “**File Title.**” Scroll down to “**Upload File.**”

STUDENT APPLICATION - FILES

» STUDENT APPLICATION - FILES

Ginny Weasley

ID 000000010 Phone 4015803912 Email gcc2hwalker@gmail.com

OVERVIEW QUESTIONNAIRE **FILES** MAILBOX

SIGN OUT >

DOCUMENTATION GUIDELINES

Please review the Quinsigamond Community College's Student Accessibility Services Documentation Guidelines, which can be located on [Student Accessibility Service's webpage](#).

FILES SUCCESSFULLY UPLOADED

File Title	Date Uploaded	File Type	Size
Audiologist Documentation	07/17/2024 at 10:39 AM	PDF	695 KB

UPLOAD FILE

9. Put a **File Title** for the document and click on “**Choose File**” to select your document. You will be able to repeat this process if you have numerous documents to submit.

UPLOAD FILE

FILE INFORMATION

File Title *:


Select File *:

No file chosen




FORM SUBMISSION

Important Note: Documentation is not required to submit this application. If you do not have documentation at the moment, please select 'Proceed to Final Review'.


10. Every time you upload a file, you will see on top of the page that the **“Application Saved.**

 **APPLICATION SAVED**
Please continue to complete the application.

Ginny Weasley

ID 000000010  Phone 4015803912  Email qcc2hwalker@gmail.com 

[OVERVIEW](#) [QUESTIONNAIRE](#) [FILES](#) [MAILBOX](#)

 **DOCUMENTATION GUIDELINES**

Please review the Quinsigamond Community College's Student Accessibility Services Documentation Guidelines, which can be located on [Student Accessibility Service's webpage](#).

FILES SUCCESSFULLY UPLOADED

File Title	Date Uploaded	File Type	Size
file2	08/07/2024 at 04:16 PM	PDF	123 KB
Audiologist Documentation	07/17/2024 at 10:39 AM	PDF	695 KB

11. Once you are finished uploading your documentation, please sign out and wait for instructions on how to set up your intake appointment with your assigned SAS Coordinator. You will get an email on your next steps from Student Accessibility Services.

When in Doubt, Connect with SAS!

If you have any questions, concerns, or technical issues regarding AIM, please contact Student Accessibility Services at one of the following methods:

Student Accessibility Services

[SAS Q Webpage](#)

Quinsigamond Community College
Administration Building, 2nd Floor, Room 246A
670 West Boylston Street
Worcester, Massachusetts, 01606

sas@qcc.mass.edu

p: 508-854-4471 (Voice)

p: 508-502-7647 (Sorenson Video Phone)

f: 508-854-4549