Interpreter Requests for Events or Needs outside of the Classroom

**Step 1:** Login to your AIM profile.

If assistance is needed with this you can email us at accessibleresources@lanecc.edu, call at (541) 463-5150, come into the office, or view this web page: https://www.lanecc.edu/disability/student-handbook-chapter-21-car-tutorials

**Step 2:** On the left hand side of the page you will see a section labeled “Deaf and Hard of Hearing”. Click this.
Step 3: Click the button in the upper right hand corner that says “Custom Requests”.

Step 4: Click the green section that says “Custom Request”.

Step 5: Select “Non Class Related Custom Request” from drop down menu. Then click the button that says “Continue to Specify Custom Request”.

Step 6: Fill in all the information about the request.

*Please note, if this is an ongoing request such as tutoring for the term, please put in the notes the days and times of the sessions (ex. “This will occur each Wednesday from 1:00 – 2:00 PM). Multiple requests are not needed.

When finished, click the button that says “Submit Custom Request”.

![Event Information form](image)
In the “Deaf and Hard of Hearing” section of your AIM, you will now see all of your custom requests.

Your CAR Accommodation Specialist will contact you when there is confirmation that this request has been fulfilled.

To request this information in an alternate format, please contact the Center for Accessible Resources at (541) 463-5150 or accessibleresources@lanecc.edu

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