

How to Complete the Application for SAS: Assistance with Completing the Application

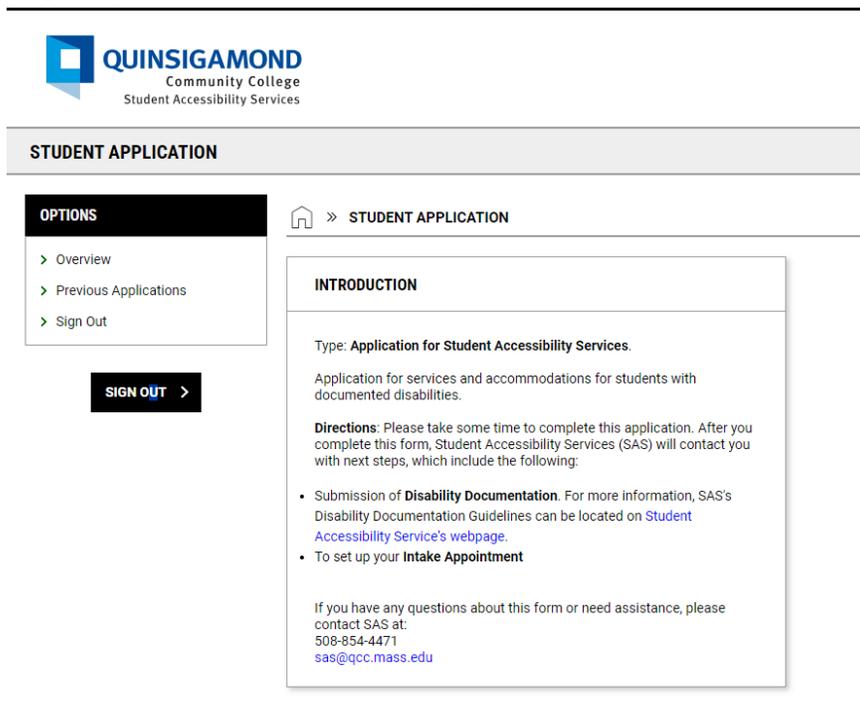
Student Accessibility Services is excited to announce the launch of **AIM** (Accessible Information Management) -- our new online accommodation management portal. New students to the SAS office can apply for services directly through the AIM portal. This document explains the steps for completing an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

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SAS Application

1. Once you enter the code, it will bring you to the Student Application to apply for eligibility with Student Accessibility Services. **Scroll down the page.**



The screenshot shows the 'STUDENT APPLICATION' portal. At the top left is the Quinsigamond Community College Student Accessibility Services logo. Below the logo is a navigation menu with 'OPTIONS' (Overview, Previous Applications, Sign Out) and a 'SIGN OUT >' button. The main content area is titled 'INTRODUCTION' and contains the following text:

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

2. Please **input** the answers to the following demographic questions:
 - a. Start Term – This is the term that you are currently applying for.
 - b. Your First Name and Last Name.

- c. **Your QCC ID Number if you have it. For example, if your ID number is 111111, please put 000111111.**
- d. Your Email Address, please provide your QCC email address if you have one. If not, please input a personal email address for now.
- e. Your Phone Number (not a parent or guardian, but your own personal phone number).
- f. Affiliations – Please check off the box if you are a part of these affiliations on campus.
- g. Please take the time to answer the other questions listed on this page.

| APPLICATION INFORMATION |
|---|
| Start Term *: <input type="text" value="2024 - Fall"/> |

| PERSONAL INFORMATION |
|--|
| First Name *: <input type="text" value="Rubeus"/> |
| Lived Name: <input type="text"/> |
| Middle Name: <input type="text"/> |
| Last Name *: <input type="text" value="Hagrid"/> |
| QCC School ID: <div style="background-color: #ffffcc; padding: 2px;">Hint: Enter 9 alpha numeric characters.</div> <input type="text" value="000434444"/> |
| Birth Date: ? <input type="text" value="mm/dd/yyyy"/> |
| Gender: <input type="text" value="Select One"/> |
| Pronoun: <input type="text"/> |

CONTACT INFORMATION

Email Address (QCC School)*:

Email Address (Personal):

Primary Phone Number*:

ADDITIONAL INFORMATION

Affiliations:

- | | |
|--|---|
| <input type="checkbox"/> ACE | <input type="checkbox"/> Early College |
| <input type="checkbox"/> Gateway to College | <input type="checkbox"/> MAICEI/MAIHE |
| <input type="checkbox"/> SUCCESS | <input type="checkbox"/> Summer or Intersession Student |
| <input type="checkbox"/> TRIO | <input type="checkbox"/> Veteran |
| <input type="checkbox"/> Workforce Development Student | |

Ethnicities:

- | | |
|---|--|
| <input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> Asian |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> Hispanic or Latino |
| <input type="checkbox"/> Multiracial | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander |
| <input type="checkbox"/> Other/Not Reported | <input type="checkbox"/> White |

3. Once you complete this initial demographic informational, please click on **“Create Application Draft”** to proceed to the Questionnaire.

FORM SUBMISSION

Important Note: Responses are **only saved** after selecting the **“Create Application Draft”** button.

CREATE APPLICATION DRAFT >

BACK TO OVERVIEW >

4. You will see that your action has been **successful**, that your application is still in the **draft** stage, and that it has not been **submitted**. You have a couple more steps to complete before you can submit your application.

 >> STUDENT APPLICATION - QUESTIONNAIRE

 **SUCCESS! YOUR ACTION HAS BEEN COMPLETED**
The system has successfully saved your action.

Rubeus Hagrid

ID 000434444  Phone 5088544471  Email taylorgames@gmail.com 

[OVERVIEW](#) [QUESTIONNAIRE](#) [FILES](#) [SUBMIT APPLICATION](#)

 **APPLICATION DRAFT: YOUR APPLICATION IS NOT YET SUBMITTED**

Important Note: To save the progress of your application, be sure to select the form submission button at the bottom of each page.

5. You have **13 required questions** to answer before you can go to the next step of the application. You will not be able to proceed to the next step without answering all 13 questions. Please take some time to answer these questions to the best of your ability. Once you are finished answering these questions, please click on **“Save and Upload Documentation.”**

LIST OF QUESTIONS

1) Select the category or categories that best describe the disability or condition(s) for which you are requesting accommodations. In the additional comment box below, please include the specific diagnosis. *

- Attention Disorder (EX: ADHD - combined type, ADHD - inattentive type, ADD, etc.) (**Additional Comment Required**)
- Auditory Disability (EX: conductive hearing loss, sensorineural hearing loss, profound deafness, etc.) (**Additional Comment Required**)
- Autism Spectrum (EX: ASD, Asperger Syndrome, etc.) (**Additional Comment Required**)
- Chronic Health Diagnosis (EX: diabetes, asthma, leukemia, sickle cell anemia, etc.) (**Additional Comment Required**)
- Learning Disability (EX: dyslexia, dysgraphia, dyscalculia, etc.) (**Additional Comment Required**)
- Physical Disability (EX: orthopedic disorder, neuromuscular condition, etc.) (**Additional Comment Required**)
- Psychological Disability (EX: depression, anxiety, eating disorder, etc.) (**Additional Comment Required**)
- Neurological Condition (EX: epilepsy, migraines, acquired brain injury, etc.) (**Additional Comment Required**)
- Temporary Disability (EX: broken limb, concussion, pregnancy, etc.) (**Additional Comment Required**)
- Visual Disability (EX: blind, low-vision, color-blind, glaucoma, etc.) (**Additional Comment Required**)
- Other / Unknown (**Additional Comment Required**)

Additional Comment:

2) Do you have disability documentation (medical, academic, or psychological) that you can give to SAS now? If so, you will be able to upload the documentation at the end of the application.

13) An email will be sent to confirm next steps and to assign you to a SAS Coordinator.

Your next steps are:

- 1) Submission of **Disability Documentation**
- 2) To set up your **Intake Appointment**.

Please Read and Answer Below: I understand that completing this **SAS Application** is the first step to qualifying for accommodations and services. *

- Yes
- No

FORM SUBMISSION

Important Note: Responses are **only saved** after selecting the "Save and Upload Documentation" button.

SAVE AND UPLOAD DOCUMENTATION >

6. You will see that your **Application Saved** and that you have one more step before submitting the application. Please review the **Documentation Guidelines**.

**APPLICATION SAVED**

Please continue to complete the application.

Rubeus Hagrid

ID 000434444  Phone 5088544471  Email taylorarnes@gmail.com 

[OVERVIEW](#) [QUESTIONNAIRE](#) [FILES](#) [SUBMIT APPLICATION](#)

**APPLICATION DRAFT: YOUR APPLICATION IS NOT YET SUBMITTED**

Important Note: To save the progress of your application, be sure to select the form submission button at the bottom of each page.

**DOCUMENTATION GUIDELINES**

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

7. If you have supporting disability documentation ready to be submitted, please feel free to upload the documentation along with your application. 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".

8. If you do not have supporting disability documentation ready for submission, you can share it with SAS later. ***Please note: You will not be able to complete your application with SAS without the necessary and appropriate documentation that meets our SAS Disability Guidelines.**

a. To access this guideline, please go to the SAS website: [SAS QCC Webpage](#)

9. Regardless of whether you have supporting disability documentation, you will be able to come to this next page and review your application. You can review the questionnaire, and any files you submitted. Once you are ready, click on **“Submit Application”** found under Form Submission.

STUDENT APPLICATION - REVIEW BEFORE SUBMITTING

OPTIONS

- > Overview
- > Previous Applications
- > Sign Out

SIGN OUT >

» STUDENT APPLICATION - REVIEW BEFORE SUBMITTING

Rubeus Hagrid

ID 000434444 Phone 5088544471 Email taylorgames@gmail.com

OVERVIEW QUESTIONNAIRE FILES [SUBMIT APPLICATION](#)

APPLICATION DRAFT: YOUR APPLICATION IS NOT YET SUBMITTED

FILES

0
Number of Files Uploaded

FORM SUBMISSION

SUBMIT APPLICATION >

10. You will get a pop-up asking you to confirm. If you are ready, click on **“Confirm.”**

CONFIRMATION

Please confirm to proceed with [Submit Application](#).

CONFIRM CANCEL

11. You will see that your action has been successful! You have submitted your application to SAS.

The screenshot shows a web application interface. On the left, there is a sidebar with a black header labeled 'OPTIONS' containing three menu items: 'Overview', 'Previous Applications', and 'Sign Out'. Below the sidebar is a black button with the text 'SIGN OUT >'. The main content area has a breadcrumb trail '» OVERVIEW' and a large green checkmark icon next to the text 'SUCCESS! YOUR ACTION HAS BEEN COMPLETED'. Below this, it says 'The system has successfully saved your action.' At the bottom, there is a yellow banner with a document icon and the text 'INTRODUCTION'.

12. You will also receive an email confirming that your application has been received and is under review. SAS encourages you to create a folder in your email for SAS and save this email in that folder for record keeping.

The screenshot shows an email confirmation message. The header reads 'Fwd: [SAS] SAS Application Received'. The body of the email includes a 'Forwarded message' section with the following details: 'From: Student Accessibility Services <MassQCC.SAS@accessiblelearning.com>', 'Date: Tue, Aug 6, 2024 at 3:44 PM', 'Subject: [SAS] SAS Application Received', and 'To: Rubeus Hagrid <taylorjarnes@gmail.com>'. Below this is a 'School Logo' and the text 'Dear Rubeus Hagrid:'. The main body of the email says 'Thank you for contacting the Student Accessibility Services (SAS) to request academic accommodations at Quinsigamond Community College.' followed by a red heading 'SAS Application Received'. Underneath is a section titled 'Terms and Conditions' which explains the purpose of the application and the confidentiality of the information. A red-bordered box titled 'Next Steps' contains three bullet points: '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.', and 'After SAS reviews application, you will be assigned a SAS Coordinator and will receive an email invitation to schedule an intake appointment with them.' At the bottom, it says 'List Attachment:' followed by a link to 'Disability Documentation Guidelines'. The email concludes with 'Many thanks,' and the signature 'Student Accessibility Services SAS Q Webpage'.

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