Student Disability Resource Services – Following Semester ‘TO BE’

**Start**: Submit Form

**Student**
- Review Form
- Need Information?
  - YES: Update Form Request Info
    - Auto Notification
  - NO: Complete Form Review
    - Complete Request
      - Upload Forms
      - Auto Notification

**Disability Resource Coordinator**
- Complete Form Review
- Schedule Meeting
- E-mail
- Schedule and Hold Meeting
- Update Code on GOAMEDI (GN)
- Create Semester Plan
- Generate Memo From AIM
- Generate Memo From AIM
- Auto Notification Send Memo
- Wait For Students Course Schedule

**System will automatically assign to correct DRS representative based on type and update form status during the process**
Following Semesters ‘TO BE’

Student will make Contact

Verify Student’s Information

Schedule phone or Face to Face Meeting

Create Semester Plan

Generate Memo From AIM

Auto Notification Send Memo

Wait For Students Course Schedule

End

Disability Resource Coordinator cont’
Note: On revisions, some departments do not send forms back to faculty for signature.