

Class Aide

Procedures and Guidelines

PROCEDURES:

1. Submit a completed Class Aide Request at least thirty (30) days prior to the first day of classes each term. The request can be submitted through AIM [here](#).
2. Notify SSD regarding changes in class schedules and locations as soon as possible.
3. SSD will hire a student assistant to serve as a Class Aide.

GUIDELINES:

1. The student's SSD Counselor determines Class Aide as an accommodation on a case-by-case basis.
2. Priority registration should be utilized to ensure timely submission of Class Aide requests and recruitment efforts.
3. Class Aides will leave after 20 minutes if the student with a disability does not attend class.
4. Any questions or concerns regarding requested Class Aides should be directed to the SSD office in person or at ssd@csusb.edu.

I have read and understand, and agree to follow the Class Aide Services Procedures and Guidelines.

Name (Printed): _____

Student Signature: _____

Date: _____

Staff Signature: _____

Date: _____