

Visual Impairment Orientation

Procedures and Guidelines

PROCEDURES:

1. Submit a request through the [AIM](#) system at least thirty (30) days prior to the first day of classes each term. The request may also be submitted via email to ssd@csusb.edu.
2. Notify SSD regarding changes in class schedules and locations as soon as possible.
3. Submit a request through AIM and schedule an orientation appointment with an SSD designee for orientation to student's classrooms, campus buildings, or other on-campus locations.

GUIDELINES:

1. Priority registration should be utilized by students to ensure timely submission of the visual orientation request and arrangements of tour prior to the commencement of classes.
2. Any questions or concerns regarding orientations should be directed to the SSD office at ssd@csusb.edu.
3. Visual Impairment Orientations offered by SSD **do not** take the place of Orientation and Mobility Training provided by professional trainers through the Department of Rehabilitation. Students who require Orientation and Mobility Training will be referred to the Department of Rehabilitation.

I have read and understand, and agree to follow the Visual Impairment Orientation Procedures and Guidelines.

Name (Printed): _____

Student Signature: _____

Date: _____

Staff Signature: _____

Date: _____