

Fall 2007

Located in the Academic Success Center (Hickory 109), Learning Support Services provides academic support services to students with documented disabilities. Due to the increasing number of students requesting testing accommodation services (i.e. extended time, testing in a separate location), Learning Support Services will require advance notice of testing accommodation requests.

STUDENTS MUST SCHEDULE TESTS AT LEAST 3 WORKING DAYS PRIOR TO SCHEDULED TEST DATE

DEADLINE DATES FOR TESTING ACCOMMODATION REQUESTS*

Scheduled Test Date	Monday	Tuesday	Wednesday	Thursday	Friday
DEADLINE	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY

*Students must be currently registered with Learning Support Services and have instructor's permission before scheduling a test.

Example: If you plan to take your test on Monday, you must have obtained permission from your instructor and called or stopped by Learning Support Services to schedule the test no later than that Wednesday prior. **Students who fail to submit timely requests may be denied permission to receive testing accommodations through Student Support Services.**

PLAN AHEAD!!!

Testing Hours: Monday-Friday 8:30-4:00 p.m. *Tests must be completed no later than 4:00 p.m.*

For more information or questions about these procedures call x3747.
Thank you for your cooperation and have a great semester.