

Faculty - This information sheet is given to EACH documented student who uses our services for testing accommodations. We wanted you to have this info also so you are aware of what we expect from our students. Call me (606-6287) if you have any questions. Many thanks. Barbara Scovotti

STUDENT PROCEDURE TO REQUEST TESTING ACCOMMODATIONS & OTHER INFO

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Professor Barbara Begnal Scovotti - LIB G51 - 606-6287

YOU **MUST** SIGN UP FOR OUR SERVICES **EACH** SEMESTER. Come in early, first week of classes.

- Fill out **YELLOW SHEET** (Request for Referrals) with courses and professors at the beginning of EVERY semester. Keep your email and cell phone number updated so we can contact you on campus.
- Return for **GREEN SHEETS** (Referral to Faculty letters), sign them and give to your professors, either before or after class. Choose a convenient time to discuss accommodations.
- Pick up **BLUE SHEETS** (Request for Accommodations) here as soon as your professor announces a test to arrange for extended time/separate location. You do this, not your prof! Repeat for EVERY test!
 - Come to our office at least 1 week before each test, or as soon as possible, for blue sheet to schedule testing time. This is YOUR responsibility, not your professor's responsibility.
 - If there is a conflict, test needs to be rescheduled to allow extra time. Professor must OK time!
 - Bring sheet to professor and have professor complete form with all additional info needed (open book, notes allowed, etc.). Test delivery must be decided by your professor.
 - WAIT WHILE SHEET IS COMPLETED. DON'T LEAVE IT WITH PROFESSOR!
 - YOU, NOT YOUR PROF, are responsible for its speedy return to our office.
- **BASIC WRITING EXIT EXAMS** will be given in our office with extended time and use of a computer.
 - Dates are **Wednesdays at 11:00** during Common Hour the same weeks of your class exit exams.
 - **Final Exam Week usually is the Final Exit Exam.**
 - You **MUST** sign up beforehand to use our accommodations for the exit exam. No drop-ins allowed!
 - Make arrangements 1 week in advance because space is at a premium.
- **FINAL EXAM ACCOMMODATIONS** will be provided by your professors if you have given them your green sheet. If you need assistive technology for your final exams, notify your professor and our office at least 3 weeks beforehand.

ADDITIONAL INFORMATION:

- **TUTORIAL CENTERS** are located throughout our campus. Refer to "Don't Drop Out, Drop In" brochure or WCC's website for locations and times. **THIS IS A FREE SERVICE!!!**
- **ACADEMIC SUPPORT CENTER** and **WRITING CENTER WORKSHOPS** are scheduled regularly. They are invaluable to new students, and returning students, too. Take advantage of these. Great information at no charge! See us for schedules.

HAVE A GREAT SEMESTER! LET US KNOW RIGHT AWAY IF YOU NEED HELP.