

Student Procedures for d • š] v P Accommodations

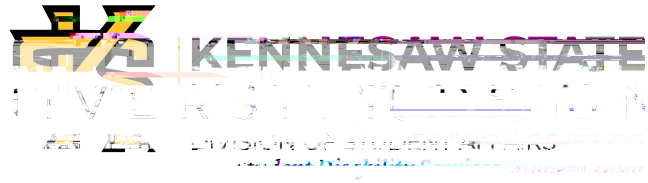
- x Make sure to avoid time conflicts if you receive extended time as an accommodation. SDS is not responsible if you arrive late or miss a class.
- x It is your responsibility to notify SDS if difficulty arises when attending class.
- x At the start of each semester, meet with your instructor to discuss your accommodations.

ccess to the instructor.

- x If you receive accommodations, you must notify the instructor at the start of each semester.

Procedures for scheduling d • š] v P appointments with SDS:

- í X d • š] v P appointments must be requested via Owl Accommodate no later than 5 business days before the d • š] v P date. Deadlines to schedule Fall/Spring exams will be sent to your KSU student email every semester.
- î X d • š] v P appointments can be scheduled up to 30 days in advance. Please be aware there is limited seating. Seating is on a first-come, first-serve basis.
- ï X SDS proctors d • š] v P between the hours of 8:00 am to 4:45 pm Monday through Friday. It is your responsibility to schedule sufficient time and to arrive on time.
- ô X You must take your d • š] v P in SDS unless the instructor of the class is taking the d • š] v P unless the instructor specifically approves otherwise.
- ñ X When scheduling your appointment in Owl Accommodate, please indicate whether you will need access to a computer or approved assistive materials/support (i.e., testing software, scribe).
- ò X Notify SDS immediately if the circumstances of your scheduled d • š] v P appointment change. Changes cannot be made to the approved d • š] v P appointment in send change to sdstesting@kennesaw.edu.
- ó X If SDS does not receive the d • š] v P request from your instructor, you will receive an email informing you of an appointment void. Follow up with your instructor to make alternate arrangements.



Taking your s • s at t