

Student Procedures for d • š] v P Accommodations

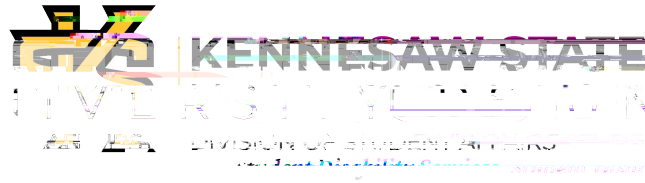
- x Make sure to avoid time conflicts if you receive extended time as an accommodation. SDS is not responsible if you are late or miss a class.
- x It is your responsibility to notify SDS if difficulty arises when • Z š o š] v P X
- x At the start of each semester, meet with your Q 0 Đ hM „` „Đ F Ÿp € -àP * Â! / @Đ 0

ccess to the instructor.

- x If š š] v P accommodations ~ & E > •
- u] d • š] v P v š Œ

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 š • 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 schedule 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 š • šs between the hours of 8:00 am to 4:45 pm Monday-Friday. It is your responsibility to schedule sufficient time and to arrive on time.
- ň X You must take your š • š] v P in SDS unless the class is taking the š • š unless the] v • š Œ µ š or 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 š • š] v P appointment change. Changes cannot be made to the approved š • š] v P appointment in send change s to sdstesting@kennesaw.edu.
- ó X If SDS does not receive the š • š] v P email from your] v • š Œ µ š, you will receive an email informing you of an appointment v o o š] v. Follow up with your] v • š Œ µ š or to make alternate arrangements.



Taking your š •š at t