

## Student Responsibilities

- Follow SAA's policies and procedures
- Semester Request must be submitted by the third week of the semester
- Email your professors to schedule a time to meet and discuss the implementation of your accommodations. You cannot expect to use your accommodations until you have that meeting.
- Immediately email SAA if an accommodation is not being implemented in the classroom, SAA testing center, or you need to review accommodations.
- Read all SAA emails. These emails contain reminders and instructions on all processes that an SAA student is required to complete in order to do everything from requesting accessible books to exam bookings.
- Respond to all SAA and instructor emails.
- Abide by the Integrity Code of the University.

## Exam Accommodation

- You must book your exams at least 4 class days prior to exam date. Monday exams cannot be booked over the weekend, and must be booked by the prior Thursday at 12pm.
- Arrive on time and check in with a proctor.
- Notify the proctor if you need to ask your instructor a question during the exam.
- Notify the proctor if you need to leave the testing area to go to the bathroom or pace in the hallway.
- During the exam, do not access any notes, books, or the internet unless the proctor tells you it is allowed for the particular exam.
- Phones must be off and stored in the SAA lockers during the exam.
- Final exams must be booked a minimum of 2 weeks in advance.
- Final exam date and time must match the approved schedule published by the registrar. Alternate times or dates for final exams cannot be proctored in the SAA testing center.

## ETEXT Accommodation

- At the beginning of each semester, check the Logger Store for an accessible copy of your books.
  - If an accessible copy is not available, send the following information to SAA for **each** book needed in accessible format:
    - Course Number/Name
    - Book Title
    - Author
    - ISBN number
- Notify SAA if you no longer need a requested book.

I have read, understand and will abide by the student responsibilities listed above.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Student ID: \_\_\_\_\_

Date: \_\_\_\_\_