

HOW TO SUBMIT A TEST ACCOMMODATION THROUGH THE COLLEGE'S WEB SITE

*** YOU MUST HAVE AN ACTIVATED MCCC STUDENT E-MAIL ACCOUNT TO SUBMIT A TEST ACCOMMODATION REQUEST.

1. Go to the Monroe County Community College website <http://www.monroecc.edu>
2. Click on **STUDENT SERVICES** at the top of the page.
3. Click on **DISABILITY SERVICES** from Student Resources list (right column).
4. Click on **TEST ACCOMMODATION REQUEST**
5. Complete the Test Accommodation Form and press Send
6. After we have contacted your instructor, you will receive an e-mail from testaccommodation@monroecc.edu to confirm the conditions of your exam.

*****PLEASE SUBMIT YOUR TEST ACCOMMODATION REQUESTS 3 TO 5 BUSINESS DAYS PRIOR TO THE TEST DATE. DURING FALL AND WINTER SEMESTERS, SUBMIT YOUR REQUESTS BEFORE 12 NOON ON FRIDAY. DURING THE SPRING AND SUMMER SEMESTERS, SUBMIT YOUR REQUESTS BEFORE 12 NOON ON THURSDAYS. TEST ACCOMMODATIONS ARE NOT PROCESSED ON SATURDAYS AND SUNDAYS.**

PLEASE NOTE: Test accommodations not submitted at least 3 to 5 days prior to the exam are subject to instructor/department approval.