Greetings SDS Students,

Final exam period is fast approaching and it’s as easy as 1, 2, 3 to guarantee that you have an assigned space and proctor for all of your exams with accommodations.

1. **Please go to** [http://www.vpul.upenn.edu/lrc](http://www.vpul.upenn.edu/lrc) **to register for all of your Fall 2012 final exams no later than: Wednesday, November 28, 2012.**

   Requests made after the November 28th deadline will be assigned a *Late Request, Will Process as Time Permits* status and will, in fact, be processed as time allows. If, on the day of the exam, your request is still in this Late Request status, you will need to take your exam in class and without accommodations.

2. **If you have final exams that overlap or have more than 2 exams in one day**

   You are responsible for getting approval from the faculty to change a start time or date - SDS will not contact the faculty for you – so please do not request a change of exam time in the text box of your exam request. Contact your instructors and have them reply directly to sdsmai@zimbra.upenn.edu with any approved changes. All approval must be received in writing to SDS at: sdsmai@zimbra.upenn.edu by the November 28, 2012 deadline.

3. **To stay informed on up-to-the-minute updates, please log in to your MyWLRC account** ([http://www.vpul.upenn.edu/lrc](http://www.vpul.upenn.edu/lrc))

   Check on the status of your requests -- you will not receive any email notification of your exam status. If you see that an exam is being handled by your instructor(s), please speak with her/him immediately to set up the details of the exam. Rooms are very difficult to reserve, and it is important to give everyone as much lead time as possible.

If you have questions about SDS accommodated exam policies please review the document at:


We know that final exams are stressful for everyone — so why not eliminate some of the stress by logging on to MyWLRC right now and requesting all of your exams!

If you have requested your exams already, we thank you. If you have not, but need help, please call or write ASAP (215.573.9235 or sdsmai@zimbra.upenn.edu).

We know you want your final exams to run smoothly — so make your requests early!

Cheers, and happy end of the semester from everyone at SDS,

*Cathy Shankman   Lisa Burton-Grika*

*Christine Sweeney   Pam Balkovec*

*Dr. Susan Shapiro   Dr. Myrna Cohen*

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