

1 – ACCESS Connect Student Manual

1.01 – ACCESS Center Registration

1.01.01 – Complete Online Registration Form

1. Begin by going to The ACCESS Center website at <http://www.uwlax.edu/ACCESS-Center>.
 - If you are unable to remember the website address later, you can always search “disability” or “access” on the main UW-L website and it will be within the first couple of links.
2. Click the large orange button on the bottom left of the page that says “ACCESS Connect, Request services here.”
3. Click the blue link on the right side of the page below the text that says “New Student?”
4. Step 1: Fill in Application
 - Fill in all Personal Information
 - Expected graduation term is just your best guess, not critical.
 - Preferred Name – if you go by a nickname, please include this.
 - Student ID – Enter your 9 digit UW-L student ID number.
 - Contact Information
 - Email Address – Please use your UW-L email address.
 - Local Address
 - If you do not know your residence hall assignment yet or have not found local housing, use your permanent address. This can be changed later.
 - Additional information
 - Primary Disability – Select one primary disability from the dropdown list.
 - Secondary Disability(ies) – You may select any additional disabilities with the check boxes.
 - Questions
 - Please complete each of the questions. If you do not have an answer for one of the questions please fill with N/A. The application will not process if you do not put something into every box.
 - Captcha – Enter the text from the picture to prove that you are a real person.
 - Click the “Submit Application” button.
5. Step 2: Submit Documentation
 - If you have documentation to upload, enter a title for the document, browse to find it on your computer, and click on “Upload Documentation”
 - If you do not have documentation to upload right now, click on “Upload Documentation Later” and either email, fax, or drop off your documentation at The ACCESS Center as soon as you are able.

1.01.02 – Next Steps

1. After your registration and documentation are submitted, you will be assigned to an ACCESS Center Advisor and receive an email informing you who that person is. This may take up to a week depending on how busy the office is.

2. After receiving notification of who your advisor is, please call The ACCESS Center office, (608) 785-6900, and schedule a welcome appointment to meet with your advisor and discuss your accommodation needs.
3. Login to ACCESS Connect. This can only be done once you receive notification that an advisor has been assigned.
 - a. Go to The ACCESS Center homepage <http://www.uwlax.edu/access-center>.
 - b. Click on the orange "ACCESS Connect – Request Services Here" button.
 - c. Sign in using your WINGS username and password.
4. Electronically sign the Student E-Forms (See section 1.02).
5. Complete Information Releases for Faculty/Instructors and any other individuals you would like us to share information with (See section 1.03).

1.02 – Student E-Forms

Students are required to periodically electronically sign e-forms acknowledging that they agree to comply with ACCESS Center policies. There are currently four e-forms, three of which are required for all students. The fourth form is for users of alternative format textbooks.

1.02.01 – Code of Conduct and Electronic Monitoring Notification

I understand that students using services provided by The ACCESS Center are expected to abide by all UW-L Code of Conduct and Student Handbook policies [Link: <http://www.uwlax.edu/Student-Life/Student-handbook/>]. Any disruptive behavior will be handled in accordance with the UW-L Code of Conduct.

Cameras are installed in all testing areas and in the locker room area. Computer monitoring software is in place on all office workstations.

1.02.02 – Grievance Procedure

The University of Wisconsin-La Crosse is committed to providing equal educational opportunities for all students. Students who have disabilities are offered a variety of services to ensure that both facilities and programs on campus are accessible.

While The ACCESS Center attempts to work with every student to provide reasonable accommodations that can be mutually agreed upon by the student and their advisor, there may be times when a student does not receive their requested accommodation and disagrees with this decision. In this case, the student may request that the Director of The ACCESS Center review their case and make a determination on the accommodation request.

I understand that if I am not satisfied with the decision of my ACCESS Center Advisor and/or the Director, I may appeal my case to the Affirmative Action Officer on campus by calling (608) 785-8541.

1.02.03 – Information Releases

Information Release Consents (under My Accommodations on the left) must be updated periodically. An active release for Faculty/Instructors is required in order for my ACCESS Center advisor to notify instructors of my requested accommodations. If a release expires, The ACCESS Center is not able to notify my faculty and staff of any accommodations including testing services, alternative format, notetaking services, etc.

I understand that I must check the expiration date on my releases and ensure that any that are set to expire within the current semester are resubmitted to ensure continued services.

1.02.04 – End User Agreement – Alternative Format

End User Agreement for the University of Wisconsin-La Crosse, ACCESS Center electronic text file

You, a student of the University of Wisconsin—La Crosse, and the Publishing Company incur certain benefits, rights, and obligations to each other when you view and use the materials the Alternative Format electronic file contains. If you do not accept the terms of this End User agreement you should not view or use this material.

Your rights: You enjoy non-exclusive rights to download the enclosed materials from the university library password protected site onto a single computer, and to use the files in conjunction with any application of your choice designed to facilitate one of the following uses:

- print the text files in enlarged format for your personal use
- translate the text files into Braille, then emboss them for your personal use
- use the text files in conjunction with speech software to listen to the text as it is read or as you view it on your computer
- make an audio copy of the synthesized text as it is read for your personal use

There are limitations on your rights:

- You or the University must have already purchased a printed copy of the textbook.
- In order to receive this file, you must be enrolled in a class where the textbook has been adopted.
- You acknowledge that you do not own this electronic text. You also acknowledge that the text is furnished "AS IS," and contains copyrighted and/or proprietary and confidential information of Course Technology and its licensors.
- You may not revise, convert, disassemble, or otherwise modify the text files.
- You may not sell, license, rent, loan, or otherwise distribute or network the text files.
- You must delete all downloaded files from any format you have created after the semester in which this agreement was signed has ended.

The text files are provided with RESTRICTED RIGHTS. Use, duplication, or disclosure by the Government is subject to restrictions as set forth in subdivision (c) (1) (ii) of the Rights in Technical Data and Computer Software clause at DFARS 25.277.7013 for DoD contracts, paragraphs (c) (1) and (2) of the Commercial Computer Software-Restricted Rights clause in the FAR (48 CFR 52.227-19) for civilian agencies, or in other comparable agency clauses.

Limited Warranty

Except as specifically provided above, the Publishing Company and The ACCESS Center office make no warranty or representation, either expressed or implied, with respect to the file, including its quality or performance for a particular purpose. The product is not a substitute for human judgment. Because the software is inherently complex and may not be completely free of errors, you are advised to validate your work.

In no event will The Publishing Company or The ACCESS Center be liable for direct, indirect, special, incidental, or consequential damages arising out of the use or inability to use the downloaded file correctly.

Agreement

This end user agreement is between you, the student, and The ACCESS Center and your rights and limited rights shall be enforced under ACCESS Center policy and procedure.

The student is responsible for their alternative media security for as long as they are using it as an accommodation.

Be sure to read this end user agreement carefully, and electronically sign it. With your signature and by downloading text files, you indicate you have read, understood, and accepted the terms of this agreement.

1.03 – Information Release Consents

Students must have a current Information Release Consent for Faculty/Instructors active in their profile in order for The ACCESS Center to notify instructors of accommodation requests.

1.03.01 – Faculty/Instructors

1. Login to ACCESS Connect.
2. At the top of the page click on the “My Dashboard” link.
3. In the left side under “My Accommodations”, select the “Information Release Consents” link.
4. In the drop down box labeled “Consent Type,” select “Faculty/Instructors.”
5. Click on the “Continue to Specify Additional Information” button.
6. **If completed as specified below, only one consent is required.**
7. Read the “Consent Description” and if you agree with the information that it states can be shared, continue.
8. The “Consent Expires On” date is one year from the present day.
9. For this Information Release Consent only, in the textbox labeled “Full Name” you can enter “All Instructors” or “All Professors.”
 - a. This will allow The ACCESS Center staff to communicate with all of your current semester instructors without you having to complete a separate release for each.

Welcome Test Student! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

My Dashboard

Home >> My Dashboard >> List Information Release Consents

LIST INFORMATION RELEASE CONSENTS

Information Release Consent Form

Consent Type: **Faculty/Instructors**

Consent Description: Basic information about my ACCESS Center accommodations or services needed in class or on exams.

This release does not allow The ACCESS Center staff to discuss personal information included in my medical/psychological records including but not limited to diagnosis, symptoms, functional limitations, medications, etc.

Consent Expires On*: Hint: Enter date in the following format Month / Day / Year (i.e. 12/31/2010).

Full Name:

Address:

Phone: Hint: Enter 10-digit number only (i.e. enter 5417377000 for 541 737 7000).

Fax: Hint: Enter 10-digit number only (i.e. enter 5417377000 for 541 737 7000).

Additional Notes:

SMS (Text Messaging)

Status: **In-Active**

Home

- > My Dashboard
- > My Profile
- > Change My Login Information
- > SMS (Text Messaging)
- > Equipment Checked Out
- > My Mailbox (Sent E-Mails)

My Accommodations

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > Notetaking Services
- > My Signed Forms

Any questions or concerns? Use the following contact information:

Primary Advisor or Counselor
Name: Andrew Oliver
Phone: (608) 785 - 6902
[Send Email](#)

10. No additional contact information such as address, phone, or fax is needed.
11. At the bottom of the page click on the "Submit Information Release Consent Form" button.

1.03.02 – University Staff in other Departments/Offices

1. Login to ACCESS Connect.
2. At the top of the page click on the "My Dashboard" link.
3. In the left side under "My Accommodations", select the "Information Release Consents" link.
4. In the drop down box labeled "Consent Type," select the office that you would like for ACCESS Center staff to have permission to communicate with.
5. Click on the "Continue to Specify Additional Information" button.
6. Read the "Consent Description" and if you agree with the information that it states can be shared, continue.
7. The "Consent Expires On" date is one year from the present day. You may change this date to limit the time that this consent will be active.
8. For this Information Release Consent, in the textbox labeled "Full Name" please enter the name of the individual you are working with.
9. No additional contact information such as address, phone, or fax is needed.
10. At the bottom of the page click on the "Submit Information Release Consent Form" button.

1.03.03 – Parent or Guardian, Spouse or Partner, Other

1. Login to ACCESS Connect.
2. At the top of the page click on the "My Dashboard" link.
3. In the left side under "My Accommodations", select the "Information Release Consents" link.
4. In the drop down box labeled "Consent Type," select the person that you would like for ACCESS Center staff to have permission to communicate with.
5. Click on the "Continue to Specify Additional Information" button.
6. Read the "Consent Description" and if you agree with the information that it states can be shared, continue. If there is no Consent Description, please specify what information you would like for us to be able to share in the Additional Notes section.
7. The "Consent Expires On" date is one year from the present day. You may change this date to limit the time that this consent will be active.
8. For this Information Release Consent, in the textbox labeled "Full Name" please enter the name of the individual you would like for us to share information with.
9. Please enter additional contact information including address and phone number.
10. At the bottom of the page click on the "Submit Information Release Consent Form" button.

1.04 – Accommodations

1.04.01 – Requesting Accommodations

1. Login to ACCESS Connect.
2. Scroll down until you see the box labeled “Select Accommodations for Your Class.”
3. All of your classes should be listed in the box labeled “Step 1: Select Class(es).”
 - a. If your classes are not listed, please contact the ACCESS Center so that we can help to troubleshoot your account.
 - b. Check the boxes next to the classes that you would like to request accommodations for.
 - c. You can always come back and request accommodations for additional classes at a later time if you would like to see how things go first.
 - d. Click on the button labeled “Step 2- Continue to Customize Your Accommodations.”
4. You will now see a page with details for each of the classes that you selected for requesting accommodations.
 - a. DO NOT mark the check box in the yellow box for a class with the “Wrong CRN”
 - b. Please select the check boxes next to the accommodations that you would like to request for each class.
 - c. You do not need to request all accommodations in every class. For example, you may determine that in a course that is primarily discussion based you do not need notetaking, but do want to use testing accommodations.
 - d. Once you have requested the appropriate accommodations for each class, please click on the button labeled “Submit Your Accommodation Requests.”

1.04.02 – Modifying Accommodation Requests

1. Scroll down your dashboard page until you see the accommodation requests that you have submitted.
2. In the gray bar that includes the class number and title, there is a link on the right side that says “Modify Request.” Click on it.
3. Add or remove accommodations as needed from the list, and then click on the “Update Request” button.

1.05 – Testing Contracts and Scheduling Exams

1.05.01 – How to Submit a Testing Contract

Testing contracts must be completed with your instructor. Notification of all responses on the contract will be sent to your instructor immediately upon submission for their approval.

1. Sign into ACCESS Connect using your WINGS username and password at <https://olympic.accessiblelearning.com/UWLAX>.
2. Under “My Accommodations” in the menu on the left, click on “Alternative Testing.”
3. Click on “Submit Alternative Testing Contract” in the upper right hand corner of the screen.
 - a. In Step 1, select your class from the drop down menu.
 - b. In Step 2, click on the Alternative Testing Contract for the appropriate semester if more than one option is available.
 - c. Click on the “Step 3 – Continue to Fill Contract” button.
4. Complete the testing contract.
 - a. Answer the 6 questions discussing with your instructor. If an option says (Specify Below) you must enter something in the text box. The contract will not go through if you do not enter a response.
 - i. Question 3 is very important in case you have any questions during the exam so that we have a way to contact your instructor.
 - ii. Question 4 is important to discuss with your professor. Students are only allowed to schedule exams at the same time as their class meets, unless you have written permission from the instructor to schedule at a different time. If you know that you have a time conflict due to class scheduling, the testing contract can serve as that written permission so you do not have to get a note from your instructor every time you want to schedule an exam.
 - b. In the Exam Type(s) box, please enter the amount of time that will be given for the rest of the class to take the exam. Your extended time accommodation will be calculated off of this time.
 - c. In the “Additional Information” box you must enter an Instructor Phone Number so that we have a way to contact your instructor.
 - d. Please carefully read the “Term(s) and Condition(s)” and check the box next to each statement indicating your agreement .
 - e. Click the “Submit Alternative Testing” button.
 - f. After submitting the contract you should see a message appear at the top of the screen next to a big green check mark that says “System Update is Successful.” If there was a problem, you will see a red triangle and a list of what needs to be corrected in order to make the contract go through.
5. When you submit the contract, your instructor will be emailed the answers you have submitted on the testing contract. Please remind them to be looking for the email from our office and to approve the testing contract. You will not be able to schedule any exams for your class until the testing contract has been approved.

1.05.02 – How to Schedule an Exam

1. Sign into ACCESS Connect using your WINGS username and password at <https://olympic.accessiblelearning.com/UWLAX>.
2. Under “My Accommodations” in the menu on the left, click on “Alternative Testing.”
3. In the box at the top of the page labeled “Alternative Testing Contracts,” select the class from the drop down menu that you would like to schedule an exam for and click on the “Schedule an Exam” button.
4. Note the “Class Schedule(s) and Location(s).” Please schedule your exam on the same day and time as the class will be taking it unless you have provided written authorization from the instructor to schedule your exams at another time.
 - a. You may forward an email from your instructor indicating their authorization to schedule at a different time.
 - b. If you arranged with your instructor when filling out the testing contract to take exams at a different time due to a time conflict you do not need to provide written authorization for each exam, but must schedule within the times agreed upon.
5. Complete the “Exam Detail” section.

Exam Detail

Request Type*:

Date*:
Hint: Enter date in the following format Month / Day / Year (i.e. 12/31/2010).

Time*:

Services Requested*

<input type="checkbox"/> Assistive Technology - Kurzweil	<input type="checkbox"/> Calculator - Four Function
<input type="checkbox"/> Computer - Word Processor	<input type="checkbox"/> Extra Time 1.50x
<input type="checkbox"/> Reduced Distraction Environment	

Additional Note:

Term(s) and Condition(s)

Please indicate that you have read and agreed to the following statement(s):

- I agree that I must schedule all exams at the same time as the class is scheduled to take them. If I must schedule at a different time for any reason, I must have prior written authorization from my professor to do so and forward that written authorization to ACCESSTesting@uwlax.edu.
- I understand that all exams, midterms, and quizzes must be scheduled at least **three (3) working days** in advance, and all final exams must be scheduled by the finals scheduling deadline, **five (5) working days** before the last day of class.
- The ACCESS Center will adhere strictly to the approved date and start times entered when scheduling. Late arrival will not extend the ending time of the exam beyond the scheduled exam end time. Arrival more than 15 minutes late will require instructor permission to begin the exam late. Missed exams will require written permission from the instructor to reschedule.

[Add Exam Request](#)

[Back to Testing Requests Overview](#)


- a. Request Type – Select the type of exam you are scheduling (exam, final, midterm, quiz)
 - i. You must have entered a time for the exam type into the contract for it to show up in this drop down.
- b. Enter the date of the exam

- c. Select the exam start time using both drop down menus. The first is the hour, the second is the minutes.
 - d. Select any accommodations you would like to use from the "Services Requested" box.
 - e. Add any additional notes.
6. Read through the statements and mark the three check boxes in the "Term(s) and Condition(s)" indicating your agreement.
7. Click on the "Add Exam Request" button.
8. You can schedule exams as far out for the semester as you would like. We suggest that if you know your exam dates, you should schedule them now so you do not forget.


1.06 – Notetaking Services

1.06.01 – Confirming the Need for Notetaking

1. Sign into ACCESS Connect using your WINGS username and password at <https://olympic.accessiblelearning.com/UWLAX>.
2. On your dashboard you will see a yellow box titled “Important Message(s).”
 - a. In “Your To Do List” you will see a list of all things that need to be completed in order for your accommodations to go into effect.
 - b. For each class that you have requested Notetaking in you will see that you must confirm your need for Notetaking Services.

**IMPORTANT MESSAGE(S)**

Please read the following message(s) regarding your account:

- **Your To Do List:**
 1. **TST 100.001 - Test Class**
 - Alternative Testing: You have not submitted alternative testing contract for this class.
 -  Please confirm your need for Notetaking Services for this class. To confirm your request, please go to Notetaking Services section.

If you have any questions, please contact our office.

The ACCESS Center (The ACCESS Center)
1725 State Street
La Crosse, WI 54601
Email: ACCESSCenter@uwlax.edu
Website: <http://www.uwlax.edu/access-center>
Phone: (608) 785 - 6900
Fax: (608) 785 - 6910

3. Under “My Accommodations” in the menu on the left, click on “Notetaking Services.”
 - a. You will now see a list of all classes with notetaking services requested.
 - b. If you still feel that you need notetaking, please click on the “Confirm Now” link.

NOTETAKING SERVICES

TST 100.001 - Test Class

Please Confirm Your Notetaking Services Request

Please use the following link to confirm that you will need Notetaking Services for your course [Confirm Now](#)

Questions? Contact Us!

Please contact our office if you have any questions regarding notetaker assignment in your class.

Any questions regarding notetaking and notetaking assignments should be directed to **The ACCESS Center** ACCESSCenter@uwlax.edu.

1.06.02 – Notetaker Contact Information and Getting Your Notes

1. When you login to ACCESS Connect and click on the Notetaking Services link you will be able to see the contact information for the student assigned as your notetaker.

- Below the notetaker's name and email address, if notes files have been uploaded you will see a gray box that says "Available Note(s) for Download (Click to Expand)."
- Click on the box and you will see a list of all notes that can be downloaded for that class.

Welcome Test Student! [My Profile](#) [My Mailbox \(Sent E-Mails\)](#) [My Accommodations](#) [Sign Out](#)

UNIVERSITY of WISCONSIN
LA CROSSE

My Dashboard

Home » My Dashboard » **Notetaking Services**

SMS (Text Messaging)
Status: **In-Active**
[Update Preference](#)

NOTETAKING SERVICES

TST 100.001 - Test Class

List of Notetaker(s):

- Name: **Test Notetaker** (Email: ACCESSAltFormat@uwlax.edu)

Available Note(s) for Download (Click to Expand)

- Notes for Week 2 (Monday)** [Download Note](#)
File Name: Notes 2.docx
File Size: **11 KB** Uploaded on: Monday, August 31, 2015 at 09:15:19 AM
- Notes for Week 1 (Monday)** [Download Note](#)
File Name: Notes 1.docx
File Size: **11 KB** Uploaded on: Monday, August 31, 2015 at 09:14:50 AM

Questions? Contact Us!
Please contact our office if you have any questions regarding notetaker assignment in your class.
Any questions regarding notetaking and notetaking assignments should be directed to **The ACCESS Center** ACCESSCenter@uwlax.edu.

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1.06.03 – Rating Notetakers

- At the end of each semester you will have an opportunity to rate your notetaker and provide feedback to the ACCESS Center. Please take the time to complete the evaluation and leave a brief comment so we know how your notetaker performed.



UNIVERSITY of WISCONSIN LA CROSSE

My Dashboard

Home >> My Dashboard >> Alternative Testing

SMS (Text Messaging)

Status: **In-Active**

ALTERNATIVE TESTING

Overview [Submit Alternative Testing Contract](#)

CLASS: TST 100.001 - TEST CLASS

ALTERNATIVE TESTING CONTRACT DESCRIPTION

Type: **Fall 2015 Alternative Testing Contract**

The **Alternative Testing Contract** is the agreement between the instructor and student on how approved testing accommodations will be administered in The ACCESS Center testing space for this course.

FACULTY / STAFF INSTRUCTION

The **ACCESS Center** has determined that a student in your course is eligible for **alternative testing accommodations**. This testing contract is required for students who intend to take their exams at The ACCESS Center.

As the instructor, you may choose to administer your own tests, quizzes, and exams. Please consult with the student's ACCESS Center Advisor regarding appropriate accommodations and test administration procedures. **If you have arranged with the student for testing accommodations within the classroom or department, you are not required to complete a testing contract.**

Once submitted and approved, any deviation from the information contained in this contract should be noted when uploading the exam to the database, or forwarded to ACCESSTesting@uwlax.edu.

Alternative Testing Contract

1.

Which response materials are used for exams?

Only Exam Papers

Scantron

IF-AT Form

Bluebook

Lined Paper

Other (Specify Below)

Additional Note or Comment

2.

Please select approved testing tools allowed for the entire class. To avoid academic dishonesty be sure all testing tools have been discussed and approved by your instructor. No unauthorized materials are permitted in the testing environment without instructor approval. (Note: Cell phones, purses, backpacks, and other personal items must be left in the lockers provided).

Calculator (Basic, Scientific, etc.) (Specify Below)

Computer/Laptop/Tablet

D2L

Open Book

Notes (single or double sided, size of paper, #of pages, etc.) (Specify Below)

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- > Notetaking Services
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Any questions or concerns?
Use the following contact information:

Primary Advisor or Counselor
Name: **Andrew Oliver**
Phone: **(608) 785 - 6902**
[Send Email](#)

Tables/Formula Sheet

Instructor provided handouts

Other (devices, manipulatives, software, etc.) (Specify Below)

Additional Note or Comment

3.

If clarification is needed during an exam, what should the student do, so the professor can ensure equitable grading?

Have the proctor email the professor during the exam at the address provided (Specify Below)

Have the proctor call the professor during the exam at the number provided (Specify Below)

Instructor will stop by The ACCESS Center during the exam

Answer the question and write the needed clarification in the margin of the exam

Answer the question and email the instructor or stop by office hours afterwards

Additional Note or Comment

4.

Students are required to schedule exams at The ACCESS Center for the same time that the class is scheduled to take them. Flexibility with start times may be required when a student's extended time would overlap another scheduled class. When there is a time conflict due to overlap, exams may be scheduled under the following parameters:

1 hour before/after class exam

Any time same day

1 day before/after class exam

Other (Specify Below)

Additional Note or Comment

5.

How will your instructor be submitting the exam materials to The ACCESS Center?

Upload exam materials into the secure **ACCESS Connect system (preferred)**

Email exam materials to ACCESSTesting@uwlax.edu

Instructor will deliver exam materials to The ACCESS Center, 165 Murphy Library

Other (Specify Below)

Additional Note or Comment

6.

Completed exams may be picked up by the instructor or a department designee during normal office hours M-F 7:45-4:30 and extended hours during finals.

I have discussed exam pickup times (M-F 7:45-4:30) with my instructor

Additional Note or Comment

Exam Type(s)

Please list **REGULAR CLASS EXAM LENGTH** without extended time accommodations

Exam	Minutes
Final	Minutes
Midterm	Minutes
Quiz	Minutes

Additional Information

Instructor Phone Number*:

Hint: Enter 10-digit number only (i.e. enter 5417377000 for 541 737 7000).

Additional Note:

Term(s) and Condition(s)

Please indicate that you have read and agreed to the following statement(s):

I have met with my instructor and completed this **Alternative Testing Contract** with them.

I understand that in order to receive alternative testing accommodations at The ACCESS Center, this **Alternative Testing Contract** must be approved by my course instructor.

The ACCESS Center desires to have the appropriate space and staffing for students registered with the office. To ensure The ACCESS Center can facilitate these alternative testing accommodations, all exams, midterms, and quizzes must be scheduled at least **three (3) working days** in advance, and all final exams must be scheduled by the finals scheduling deadline, **five (5) working days** before the last day of class.

All exams, midterms, and quizzes will need to be completed within The ACCESS Center hours of 7:45am-4:30pm. Finals will be scheduled later into the evening.

Alternative testing accommodations administered through The ACCESS Center offices will be taken at the course's designated start time unless the testing accommodation(s) necessitate that the exam begin at a different date &/or time due to course overlap. **In order for The ACCESS Center to approve the exam scheduling appointment, alternative dates and/or times must be discussed & agreed upon with your instructor then communicated in writing to The ACCESS Center Testing staff.**

The ACCESS Center will adhere strictly to the approved date and start times entered when scheduling. Late arrival will not extend the ending time of the exam beyond the scheduled exam end time. Arrival more than 15 minutes late will require instructor permission to begin the exam late. Missed exams will require written permission from the instructor to reschedule.

Adhere to the UW-L Code of Conduct and Student Handbook policies <http://www.uwlax.edu/Student-Life/Student-handbook/>. Any disruptive behavior will be handled in accordance with the UW-L Code of Conduct. Observed incidences of cheating will result in immediate confiscation of all exam materials, the observed actions documented, and the incident reported to the course instructor.

By submitting this Alternative Testing Contract, you acknowledge and agree to the expectations above.

Questions? Contact Us!

Please contact our office if you have any questions regarding alternative testing request and contract.

Colleen Dixon - Testing Coordinator
(608) 785-6900

NEED HELP?

[Access Tutorials](#)

[Contact Our](#)

[Office](#)

[Read Disclaimer](#)

THE ACCESS CENTER

University of Wisconsin-La Crosse

1725 State Street

La Crosse, WI 54601

Website: <http://www.uwlax.edu/access-center>

Email Us: ACCESSCenter@uwlax.edu

Phone: (608) 785 -

6900

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