

# AccessAbility

## Dates & Times TO REMEMBER:

- **DEC. 8-15  
FINAL EXAMS**
- **9 AM—7PM  
DASS WILL  
ADMINISTER EXAMS**
- **9, 11:30 & 2:30  
DASS START TIMES  
FOR EXAMS**
- **DEC. 1  
SCHEDULING  
DEADLINE FOR  
EXAMS**

## Scheduling Final Exams!

As you know, final exams are scheduled for **December 8-15**. We will test from **9 a.m. to 7 p.m.** during finals week. This semester, we will be scheduling finals to start at **9, 11:30 and 2:30** to approximate more closely the start time that the average student observes.

In order for us to accommodate students who need their finals proctored at the LEC, **we will require that your exams be scheduled no less than a full week before exam week starts, that is, no later than Wednesday, December 1st.** This will ensure that we have enough time to line up a proctor, provide adequate seating, secure the exam from the instructor, and do the clerical tasks needed to make the process go smoothly.

## TO DO LIST FOR TAKING FINALS IN THE A-LEC

*We hope you will follow these steps to make the scheduling process smooth and unstressful for all concerned. If you have any questions about these procedures, please speak with one of the DASS team.*

1) **Speak with your instructor** in the next two weeks to determine whether the instructor will be providing the accommodations or if you will need to test at the LEC. We think it is usually in students' best interests to test near the instructor so that the instructor will be available to clarify an ambiguous test question, catch the occasional typo, and the like, since our proctors will be unable to do so. Use the LEC as a back-up, alternate location for testing.

2) **If you and your instructor agree that you will need to test at the LEC, find out the start time that the class will be taking the exam.** Then call Vanessa, our administrative assistant, at 214-768-1470 in the next two weeks to schedule your exams, but no later than 4:30 on December 1st.

3) **Just prior to reporting to take the exam, consider using the restroom since we do not permit students to use the restroom for the first 2.5 hours of exams.** The restroom at the LEC is located on the second floor near the elevator. No food is permitted in the testing room, but drinks in containers with lids are permitted. You may bring a snack to eat during a bathroom break after 2.5 hours.

4) **Report to the DASS front desk on the third floor of the LEC 10-15 minutes before the start time of your exam.** Vanessa will let you know where to report for your exam. By arriving 10-15 minutes early, you can get settled in and be ready to start promptly at the time you scheduled yourself to test. Don't be late, since you will not be permitted to stay longer at the end to make up for starting late.

5) **Be sure to ask the proctor for the end time that you must turn in your exam.** Then try to pace yourself well during the exam, allotting more time to parts of the exam that count more heavily in determining your grade.

6) **If you happen to have two finals scheduled for the same day and will need extended time on both of them, speak with one or the other instructor to see if one of them will permit you to take the exam on a different day** (this is not a guaranteed accommodation, but rather a negotiating point you may take up with the instructor). If you do take two on one day, be sure to schedule in a lunch hour between them! So if you take two at the LEC on the same day, please schedule one for 9 a.m. and the other at 2:30.

7) **If you are eligible for double time as an accommodation and are electing to take an exam at the LEC, you must start at either 9 a.m. or 11:30 a.m.** If you have double time on two

We send you all our best wishes for the Thanksgiving holiday next week!

*The DASS Team –  
Glenn Pfenninger, Michelle Bufkin,  
Rebecca Marin, Vanessa Duran  
(and Alexa Taylor who's out on  
maternity leave) 214.768.1470*



## Inside Story Headline

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of dis-



Caption describing picture or graphic.

tributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find "filler" articles by accessing the World Wide Web. You can write about a variety of topics but try to

keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it.

**"To catch the reader's attention, place an interesting sentence or quote from the story here."**

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions

for your customers or clients. If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice

column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.

## Inside Story Headline

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you're trying to convey. Avoid selecting images that appear to be out of context.

Microsoft Publisher includes

thousands of clip art images from which you can choose and import into your newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to the article. Be sure to place the caption

of the image near the image.

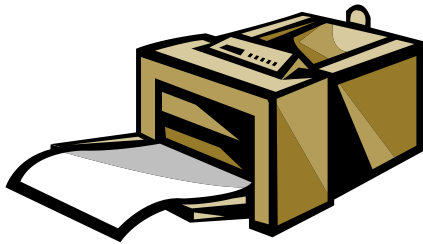


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## Learning Enhancement Center

Primary Business Address  
Address Line 2  
Address Line 3  
Address Line 4

Phone: 555-555-5555  
Fax: 555-555-5555  
E-mail: someone@example.com



This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.

It would also be useful to include a contact name for readers who want more information about the organization.

  
**Organization**

*Business Tagline or Motto*

## Back Page Story Headline

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are frequently asked about your organization.

A listing of names and titles of managers in your organization is a good way to

give your newsletter a personal touch. If your organization is small, you may want to list the names of all employees.

If you have any prices of standard products or ser-

vices, you can include a listing of those here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark their calendars for a regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a biannual charity auction. If space is available, this is a good place to insert a clip art image or some other graphic.



**Caption describing picture or graphic.**