

Student Support Services

Important Information for Students:

Exams and Quizzes

- Speak to your professor, at least one week in advance of exam dates, and determine if you will be taking your exam in the SSS office.
- If taking at SSS, then schedule your exam one week in advance. You can stop by the office and do so in person, OR go to our website: www.lclark.edu/offices/student_support_services
- You need to know the course number, professor's name, time the class is taking the exam and your particular testing accommodations (ex. time and one half, use of computer).
- When taking your exam, arrive a few minutes early. Your exam starts and ends at the time scheduled. Abide by the Lewis and Clark Code of Conduct. **Do not attempt to negotiate with SSS staff for more time than you have been given to take the exam.**
- SSS does not proctor oral portions of language course exams.
- **Notify SSS staff immediately if you need to cancel an exam.** This can be done in person, by phone (503-768-7192), or by email (access@lclark.edu).

Note Taking Services (for students who qualify)

- If you have concerns about quality or timeliness of note deliveries, please contact Michael Coiner (mcoiner@lclark.edu). **Make sure to pick-up your notes on a regular basis.**

Scheduling Appointments

- The student assistant at the SSS front desk can schedule 1-on-1 appointments, or you may email the staff person with whom you wish to meet directly.

Rachel Orlansky (orlansky@lclark.edu)

Eileen Dowty (edowty@lclark.edu)

Rebecca Brooks (rbrooks@lclark.edu)

Alternative Text Format

- If you qualify for alternative text formatting (EText) and have questions, please contact Rebecca Brooks (rbrooks@lclark.edu).

Thank you for entrusting us to work with you. We hope your semester is successful and enjoyable.

If you ever have additional questions about your accommodations, please feel free to stop by our office in Albany or contact us by phone at 503-768-7192.