

End-of Quarter Updates

Registration Updates

1. The CAE requires a timely notification of student requests for new services. All new requests for services submitted to the CAE on or after November 20th, 2018, will be reviewed and students can expect direct communication via e-mail from the CAE. All requests for services are reviewed individually and accommodations are determined on a case-by-case basis.
 - a. **Please note:** all students found to be eligible to schedule an intake with a CAE counselor to discuss their registration and on-going accommodations can expect accommodations to be active beginning Winter 2019 quarter.
 - b. **Temporary Requests:** all student requesting temporary accommodations will be reviewed on case-by-case basis to determine eligibility for services.
2. All student requests for services submitted before November 20, 2018, may be scheduled for intakes to place until Wednesday of Week 10: December 5, 2018. If you are unable to schedule an intake by the above date, an intake appointment may be scheduled to take place after finals week.
3. If you miss the above registration deadlines for Fall 2018, and are having difficulty in your classes, here are your options:
 - a. **Red Drop Petition:** Please communicate directly with your academic counseling unit to discuss dropping the course. All requests for withdrawals and retroactive drops are to be made through the appropriate counseling unit.
 - b. **Request for an incomplete grade:** All students are to make a request for an incomplete with their faculty and appropriate counseling unit.

Proctoring Updates

1. Currently registered students: book your exams as soon as possible. All final exam proctoring requests must be made on Clockwork 2-weeks prior to the exam date. Proctoring requires a reasonable notification in order to adequately implement testing accommodations. Students that miss the 2-week deadline do not allow the CAE enough time to adequately implement the accommodation. As a result, students that submit a late request for testing accommodations will be reviewed on a case-by-case basis for space, however, the CAE cannot guarantee the implementation of accommodations for late requests.
2. If you miss the 2-week deadline, here are your options:
 - a. Communicate with your CAE counselor to review your options.
 - b. Review your testing accommodations with your faculty member and if they can proctor the exam, they are encouraged to do so. If there are questions regarding the accommodation, please communicate with your counselor. If faculty need to speak or communicate with your counselor, they are more than welcome to do so.