Students

- **When is the deadline to schedule my final exam?**
  - All final exams must be scheduled through Accommodate no later than **5:00 PM on Thursday, December 1st**. SAC cannot guarantee we will be able to accommodate you in the Testing Center if you do not schedule by this deadline.

- **What exams does SAC proctor?**
  - SAC will proctor exams following the schedule below;
  - Monday – Saturday, 12/12 - 12/17
    - 9:00 AM, 1:00 PM, 4:15 PM, and 7:00 PM (7:00 M-F only)
    - If extended time for your 4:15 exam, for example, runs into your 7:00 exam that may require you to begin before 7:00, please coordinate with your professor to take your exam on another day. Written permission for a change of date or time must be sent by email from your professor to SACTesting@LUC.EDU
    - Your 7:00 PM exam should be scheduled based on your approved accommodations. Students approved for 1.5x (time and a half) extended time should begin at 6:00 PM. Students approved for 2.0x (double time) extended time should begin at 5:00 PM.
  - Wednesday – Thursday, 12/14 - 12/15
    - Common Exam: 7:00 PM

- **When should I schedule my Chemistry or Mathematics Common Exam?**
  - Common Exams should be scheduled based on your approved accommodations. Students approved for 1.5x (time and a half) extended time should begin their Common Exams at 6:00 PM. Students approved for 2.0x (double time) extended time should begin their Common Exams at 5:00 PM.

- **What if I'm not sure how to schedule my exam, or my professor hasn’t told me when it is happening?**
  - Look up your scheduled class time on the general University Final Exam Schedule. SAC will not approve any exam requests scheduled outside of the general University Final Exam Schedule. You can also find information in the class details of your schedule in LOCUS.
  - If you have checked these resources and are still uncertain about your exam time, talk to your professor as soon as possible to clarify. Email SACTesting@LUC.edu **before the December 1st deadline** for help scheduling your exams.

- **Where do I go at my exam time?**
  - **LSC:** Check in for your exam on the first floor of Sullivan Center next to the HUB desk. You will be instructed in which classroom your exam will be held at check-in time
  - **WTC:** Check in at room 414C Lewis Towers
  - **HSC:** Go to the room you normally test in during the semester

- **What should I bring with me for my exam?**
  - Please bring only necessary materials, you will not be allowed to keep any backpacks or bags with you in the testing room while you are taking your exam. Necessary materials may include pencils, pens, calculator, or permitted texts. Talk with your professor ahead of time if you are uncertain what you should bring. Any unapproved items will not be allowed into the testing room. No cell phones or smart watches are permitted. SAC is not responsible for lost or stolen items while you are taking your exam.

- **How do I reach out to SAC with questions?**
  - SAC is located in Sullivan Center, Suite 117. Office hours are 8:30 AM – 5:00 PM on weekdays
  - SAC will have extended hours during finals week. Office hours will be 8:00 AM – 7:00 PM, Monday – Saturday, 12/12 - 12/17
You can call SAC at 773.508.3700, email us at SAC@LUC.edu for general inquiries, or email us at SACTesting@LUC.edu for testing-related questions