

## **Less than One Week's Notice:**

If your professor does not give you one week's notice, or if you do not sign up for a test a week ahead of time, you will not be able to use the online calendar.

You will need to send an email to [disabilityservices@qcc.mass.edu](mailto:disabilityservices@qcc.mass.edu) with the following information:

1. Reason for less than one week's notice
2. Indicate which campus – Main Campus, Southbridge Campus, or Downtown Campus
3. Course Name
4. Course Number, including the section number
6. Name of Professor
7. Date of exam
9. Start time if different than that of the class
10. Accommodations requested
11. Do you need a computer?

Study help is available in the Math Center HLC 206, Writing Center HLC 208, and Tutoring Center HLC 205 and online tutoring at <http://smarthinking.com/>