

**Center for Accessibility Resources (CAR)**  
Mercer County Community College  
How to Use Your Academic Accommodations

**Please read this document carefully and email [CAR@mccc.edu](mailto:CAR@mccc.edu) with questions.**

Your accommodation form for the FALL semester was sent to your MCCC student email account. Please check your spam and junk folders if you cannot locate the document in your IN box. If you have not received it, please email [CAR@mccc.edu](mailto:CAR@mccc.edu) to request a copy.

If you have an accommodation that allows you to photograph the board and/or audio record class lectures, you must comply with the MCCC policy for appropriate use of photographic and audio recording files. These files are for personal use only and cannot be shared or posted on the internet or social media.

To access tutoring information at MCCC, please use the following link: [https://www.mccc.edu/student\\_services\\_tutoring.shtml](https://www.mccc.edu/student_services_tutoring.shtml). You can also check your Blackboard course shell for additional information about tutoring.

Remember to check your MCCC student email daily. Our office, **CAR@MCCC.edu**, sends emails that highlight important, campus-related information that you do not want to miss.

**TO RECEIVE TEST ACCOMMODATIONS, COMPLETE THE FOLLOWING STEPS:**

1. Email a copy of the accommodation form to your professor(s) as soon as possible. CAR cannot provide accommodation forms directly to faculty.
2. If your class has on campus testing, you must also email a copy of the accommodation form to Testing Services at [academicsupport@mccc.edu](mailto:academicsupport@mccc.edu). If you are unsure where your test will be given, please ask your professor(s).
3. Several days in advance of an exam, email your professor to request your test accommodations. You must provide sufficient notice to faculty, or you risk not receiving your test accommodations. This step must be completed before each exam.
4. A few days prior to your exam, set up your appointment with Testing Services using the following link: [https://www.mccc.edu/student\\_services\\_testing.shtml](https://www.mccc.edu/student_services_testing.shtml). If you do not have internet access, call: 609-570-3295.
5. If your exam is proctored through HONORLOCK, it is critical that you contact your professor to clarify questions prior to your exam. Information about HONORLOCK is in the Student Success Resources folder in your Blackboard class. Please contact your professor with questions or concerns.

We are here to help! Please do not hesitate to contact us with questions! Enjoy your semester.

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