It is the responsibility of the student to request and discuss their Accommodation Letters with each of their instructor.

Students should submit a request for CTC or SSD ATEC Lab testing space through the SSD Student Portal. Requests must be made 10 business days (2 weeks) prior the test date.

Confirmation for each test is to be submitted to the CTC no later than 5 business days (1 week).

After confirmation is submitted, the CTC finalizes test booking in 1-2 business days. Test status can be checked on the My Upcoming Events tab of the Book a Test module.

For confirmed test reservations, an email requesting materials will be sent to the instructor(s). Instructors can email materials to campustesting@utlists.utexas.edu or drop off materials in person at the CTC (SZB 5.102).

One week prior to test, the CTC sends email to Instructor(s).

A reminder email will be sent to both instructor(s) and student 2 days prior to the test.

If the CTC has not received the test materials the day prior to the test date, a reminder will be sent to the instructor(s).

Day before reminder: if the CTC has not received the test materials, a reminder is sent to the instructor(s).

Confirmation not submitted to the CTC

A reminder is sent to both student and Instructor(s) reminding them test is not yet confirmation.

Unconfirmed requests are subject to cancellation. Student and Instructor(s) will both receive notice.