

From: Tom Vitzelio, Director, Learning Assistance Center
Meghan Chen, Dean of Library and Learning Resources

Date: June 1, 2017

RE: Testing Services Procedures for Finals' Week

The Learning Assistance Center (LAC, Bldg. 6 Room 101) monitors make-up exams for on-campus classes, and hybrid courses. Please note the following updates for finals' week:

- The last day for students to complete make-up exams in the Learning Assistance Center is **June 10, 2017. After June 10, the testing center will no longer be accepting any make-up or final exams for students.**
- During finals week (June 12-18), no exam will be administer by the Learning Assistance Center.

If you have any questions or would like information about the LAC, please contact the LAC at extension 4300 or 5669, email tvitzelio@mtsac.edu or view our website at <http://lac.mtsac.edu/>.

We appreciate your cooperation and support.