

From: Romelia Salinas, Associate Dean of Library & Learning Resources  
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RE: Testing Services Procedures for Finals' Week

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The Academic Support & Achievement Center (ASAC, 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 ASAC is **Saturday December 7, 2019. After December 7, the testing center will not accept any make-up or final exams for students.**
- During finals week (December 9-14), no exams will be administered in the ASAC.
- You may pick-up completed exams in the center during finals week at the ASAC front counter. Please do not go to the regular testing counter, as ACCESS will be using that space.
- **Exams not picked up by December 14 will be shredded.**

If you have any questions or would like information about the Academic Support & Achievement Center, please contact the ASAC extension at 4300, or email [rsalinas12@mtsac.edu](mailto:rsalinas12@mtsac.edu) or view our website at <http://mtsac.edu/asac/>

We appreciate your cooperation and support.