Final Exam Booking Instructions

* Log in to <https://luc-accommodate.symplicity.com/>
* Select Test Scheduling
* Select New Booking Request
* Select Course
* Select Date (Finals Week is 5/1-5/6)
* You do not need to change the hours
* Select YES for Final Exam
* Select Campus (Lake Shore Campus, Water Tower Campus, Health Sciences Campus, or Online Remote)
* Optional: if you are approved for specific testing accommodations, please select them in Specific Accommodation Required section (example: computer for typing, computer for text to speech, etc.)
* Select Room (organized by Extended Time): Final Exams 1.5, Final Exams 2.0, or Final Exam Distraction Reduced Only (no extended time)
* Available seats will populate on the right side of the screen, please be sure to select the appropriate start time according to the [University Final Exams Schedule](https://www.luc.edu/academics/schedules/spring/exam_schedule.shtml)!
* Evening 7PM exams must be scheduled earlier, depending on Extended Time Accommodation. 1.5x = 6PM, 2.0x = 5PM, Distraction Reduced Only (no extended time) = 7PM.
* A confirm Exam Booking pop up will appear; please verify the details you submitted are correct!
* Select Submit Request