1. Log on to your MyWeingartenCenter portal.
   On the left-hand side of the screen, you will see a list of options.
   Select "Testing Room."

2. Home
   Accommodation
   Appointment
   Documents
   Note-Taker Network
   Surveys
   Events
   **Testing Room**
   Profile

3. Select "New Booking Request."

4. **Course:** Select course from dropdown bar.
   **Date Range:** Narrow the date range to the exact date of test, (for example: 2023-02-01 to 2023-02-01).
   **Time Range:** Leave blank.
   **Final exam:** Leave blank.
   **Override Course Length:** Select "Yes" only if the test length is different from the class period length.
   **Length:** Select time length of the test without accommodations (in minutes).
   **Building:** Select DRL for weekly Math tests. Leave blank for any other course.
   **Room(s):** Select the "+" button.
   **Days of the Week:** Leave all boxes blank.

5. Select "Check Availability."

6. Choose an available slot for the time you plan to start your accommodated test.
Testing Center Information

**Location:**
BioTech Commons, 3610 Hamilton Walk
*weekly Friday Math quizzes: DRL 2C8*

**Testing Hours:**
Monday - Thursday: 8:30am - 7:00pm
Friday: 8:30am - 5:00pm

- Students **must** schedule at least one week in advance (to the minute) through **MyWeingartenCenter portal**.
- An accommodated test **must** overlap the time of class testing. (Professors must provide written approval to Disability Services for alternative time.)
- Do not miss one class to receive extended time for another. Instead, try for an alternative time to fit your schedule better.
- If your quiz takes only a section of your class time, reach out to your professor so you do not miss additional instruction.

**Having problems scheduling?**
- Make sure you complete a Semester Request for the course.
- Try clicking "Override" to expand your options.
- Contact Disability Services.

**Questions? Ask a GA!**
Walk-in: **Monday-Friday, 10am-4pm.**
Call: **(267) 788-0030**
Email: **disabilityservices@vpul.upenn.edu**