**CDR Testing Sign-up Information**

**PHONE:** 315.443.3606 **EMAIL: cdrexams@syr.edu**

* **Academic Year hours**:
  + Monday - Thursday: 8:00am – 7pm (last seating at 5pm)
  + Friday: 8:00am - 4:30pm (last seating at 2:30pm)
* **FINALS HOURS:**
  + Monday - Friday: 8:00a – 9:15pm (last seating at 5:15pm)
* **Summer hours:**
  + Monday - Friday: 8:00a – 4:00pm (last seating at 2pm)

**IMPORTANT INFORMATION:**

* **The earlier you sign up for your exam, the better!** We recommend you use your syllabus and sign up for all your exams, for the entire semester, **INCLUDING FINALS**. This ensures you are on our schedule and allows us time to prepare all necessary materials**.** If you wait to sign up, you could be considered a walk-in and may be subject to a wait, based on exam or space availability.
* **You should always take your exam at the same time as the class**! Exceptions need Professor approval and must be sent, in writing, to cdrexams@syr.edu prior to taking your exam.

**TO SIGN UP FOR YOUR EXAM:**

**Go to myslice.syr.edu:**

* 1. Disability Student Portal
  2. Testing Sign-up tab **(Tab will not be available if you have NOT renewed your letter!)**
  3. New Testing Sign Up
  4. Using the dropdown, select the course you would like to schedule and input the date range.
  5. **Refine Results**
  6. Click “Authorized CDR Testing Space” next to the day/start time for your exam. Verify the course, date and time to make sure it is correct.
  7. Enter the Instructor name and select your approved accommodations for this exam (ex. 1.5x, PC, etc.).
  8. Submit Request. The request will stay in ‘Pending’ until it is ‘Approved’.

**TO CANCEL AN EXAM:**

**Go to myslice.syr.edu:**

1. Disability Student Portal
2. Testing Sign-up tab
3. Locate the exam you would like to cancel (will either be in Pending Test Sign-ups or Confirmed Testing Sign-ups).
4. Click the **cancel** button below it.
5. You will then be prompted with a dialogue box asking if you are **sure** you want to delete this entry, as it cannot be undone. If you are sure that you have clicked on the correct sign up you need to reschedule, click **OK**.
6. Another message will appear in the dialogue box asking if you are **absolutely sure**. Again, click **OK**.
7. The previous test sign up will now be gone from your sign ups. To reschedule your exam for a different date/time, click **New Testing Sign Up** and schedule your test the same way you had before.

**You can not change the date/time on an existing exam appointment. You must cancel and re-submit.**