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IUPUI ADAPTIVE EDUCATIONAL SERVICES



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Upcoming Events

Hello There!

It may come as somewhat of a shock to many of you who come in to the office seeing new faces greeting you from behind our reception desk. We now have student employees greeting all of our clients and members of the IUPUI community

Many thanks to our newest employees, **Manisha Patel, Keya Pandya, Erika Moore, Elizabeth Anstak, Tiyari Butler, Kaitlin Daine, Keith Lacy, Bhaumik Pandya, Anisha Rajbhandari** and **Brandon Young**. Help us in welcoming the newest editions to our staff!

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Get to Know AES



View our latest video "Getting to Know AES" to find out more about our services.

[View Video.](#)

It's All on the Web!

The Adaptive Educational Services (AES) intake application is now available on our website at aes.iupui.edu under the "Signing up for Services" tab. Click the link to "Download application form" and fill out the fields and the form

Welcome Back

Welcome to the Spring edition of the Adaptive Educational Services Newsletter, The Collaborator! In this edition you will learn more about our new student staff members, some changes you may have noticed in our office as well as some resources you may want to utilize. It's all here, take a look around and enjoy!

Quiet Room Policy

Due to numerous requests for clarification on our quiet room policy, the staff here at Adaptive educational Services would like to give you a more thorough explanation as to how our process of allocating those rooms actually works:

Quiet rooms can be utilized during testing if available and by request. Quiet rooms are on a first come/first serve basis but are given reserved priority to students who:

1. **Require a reader or writer for their test/examination (this would also include students who need to read aloud to themselves.**
2. **Require any specialized equipment**
3. **Have a diagnosis which requires isolation (i.e. auto immune deficiency, etc.)**

If none of these conditions apply and a room is free to be allocated, a student may use the room pending any scheduling conflict with another test/student that meets the conditions above.

**** (Due to limited availability of space during midterms and finals, requests for quiet rooms will not be accepted as they will be reserved exclusively for conditions A-C)?****

There's an Adaptive-App for that...

Need to schedule an appointment? Schedule a test? Sign up for services? Ever wish you could just click a button on your cell phone and make it happen? Soon you'll be able to do just that! Our technical staff is feverishly working on ways to serve you better in faster, more convenient and above all accessible ways! Stay tuned for updates as they become available, and follow us on Facebook and Twitter to stay current on upcoming developments!

will be forwarded to us to set up an intake!

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Policy Enforcement You Should Know...

As you are aware, our policy dictates the time span within which tests must be scheduled, listed as item 3 on the Student Responsibility Acknowledgement form:

"If I receive testing accommodations arranged through AES, I will schedule examinations with this office not later than two business days (48 business hours) before the examination date. If I have extenuating circumstances, I will notify AES as soon as possible."

This policy will be strictly enforced. Tests must be scheduled within **48 hours of the test time**. Not after business hours via phone and not on the day of the exam or the day before. If you are coming to schedule an exam in person and it is beyond the 48 hour period, we advise you to schedule the rest of your tests in advance; at this time if you have not scheduled your test in advance and within our 48 business hour window, the only option is to take the test in class with the professor.

Our business hours are Monday through Thursday from **(8 am until 7pm)** and Friday from **(8 am until 5:00 pm)**. We are open for common finals and classes scheduled on weekends. All tests scheduled in person or via phone will now come with an e-mail confirmation/receipt as proof of you scheduling the exam. When you schedule your exam, please let the staff member scheduling the test know what e-mail address you would like your confirmation sent to in addition to the necessary information about your test and accommodation needs.

If you have any further questions, comments or concerns associated with this policy, please schedule an appointment to speak with an AES counselor/specialist.

