

## **Requests for Changes in Seating**

Exam seating will be assigned based upon the information designated in your application for right/left handed and desired method (writing/computer) for completion of the Essay/PT. Please review your application account and pay particular attention to the seating preferences assigned to you. If there is an error in your seating preferences or you wish to request a change to your seating you must do so, in writing, **no later than January 23, 2019**. To ensure prompt and accurate seating changes, please use the Messaging Center in your application account portal to make your request. Your admission badges will be mailed to the address in your Profile, please also make sure it is current by **January 23, 2019**.

The Office of Attorney Admissions recognizes that last minute complications with computer equipment or software compatibility may arise. Therefore, while not guaranteed, this office will attempt to accommodate change requests **from the computer section to the writing section ONLY** until **January 23, 2019**. However, because changes become more difficult to accommodate after seat assignments have been finalized, **requests received after January 23, 2019** may be denied.

If you registered to use a computer but find it necessary to write the Essay/PT after the deadline for change requests has passed, contact this office and you will be accommodated with answer sheets for writing but your seat assignment will remain within the computer room. **All change requests must be made in writing, using the Messaging Center from within your application account portal.**