

HOW TO SCHEDULE AN APPOINTMENT FOR THE ANC PLACEMENT TEST

Go to the ANC website – www.anc.edu/testingcenter

- ◆ Click the blue box on the left **“Schedule Your Appointment Now”**
- ◆ **If this is your first visit**, you will need to:
 - **Register, Submit information and Log In**
- ◆ **If you have scheduled a test previously**, **Log In** using your login and password you created on your first visit

GO TO APPOINTMENT LOCATOR

(IT IS **VERY IMPORTANT** THAT YOU SCHEDULE THE PLACEMENT TEST HERE, **IF NOT, YOU HAVE NOT REGISTER FOR THE RIGHT SERVICE**)

The scheduling software will not let you register for a date that is full

- ◆ **Left Column under Appointment Locator**
 - Select Area of Interest
 - in drop down box select *Testing Center*
 - Select Service
 - In drop down box select *Testing Services*
 - Select Staff
 - In drop down box select *ANC Testing Center*
 - Number in Group
 - Leave as 1
 - Select Date
 - A calendar for the next two months will be here. *(change to appropriate month if necessary)*
 - As long as the day is not shaded, it is available
 - Click on the day you want to schedule your test to see times available
 - Select time
 - Print Confirmation

DO NOT SCHEDULE MORE THAN ONE APPOINTMENT. If you schedule multiple appointments, the earliest date and time will be used and the other appointments will be cancelled.

ON TEST DAY:

- ◆ You must provide a photo ID, such as driver's license or College ID
- ◆ You will need to know your Social Security Number
- ◆ Arrive 5 minutes before the scheduled test time
- ◆ Scratch paper, pencils and calculators will be provided
- ◆ No cell phones, pagers, beepers, Black Berries, Blue Tooth devices, or any other electronic device

Each Test Session Has Limited Seating.

This provides optimal testing conditions and a distraction-free secure testing environment.

STUDENTS ARE ENCOURAGE TO REGISTER EARLY
Do not wait until the last minute