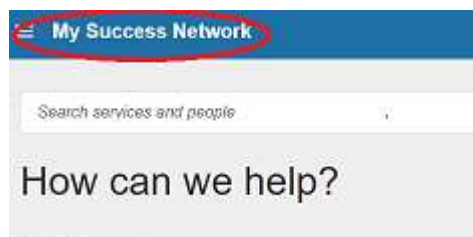


Course Test Appointment Scheduling

You will receive an email and a starfish dashboard alert when an instructor has granted permission for a course test to be taken at the MCCC Testing Centers. Once you receive a test referral you will need to:

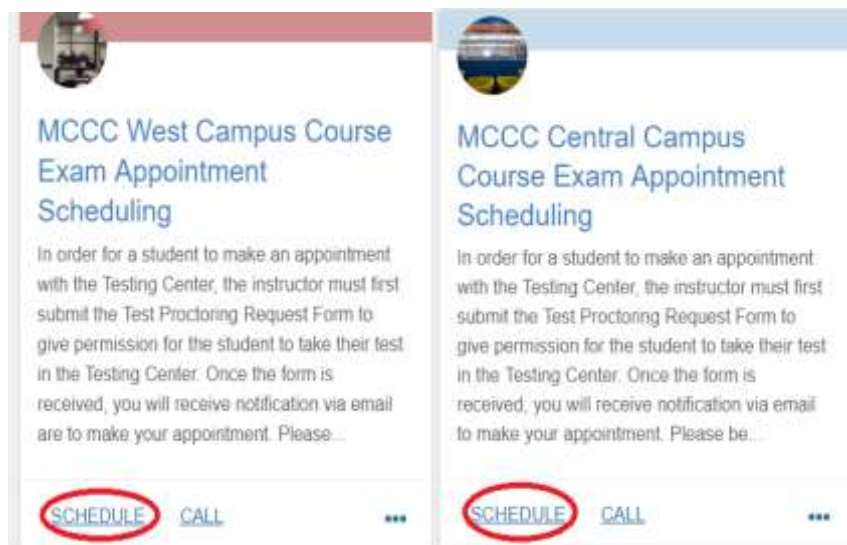
- Log in to your student account and click the Starfish/Success Network icon.



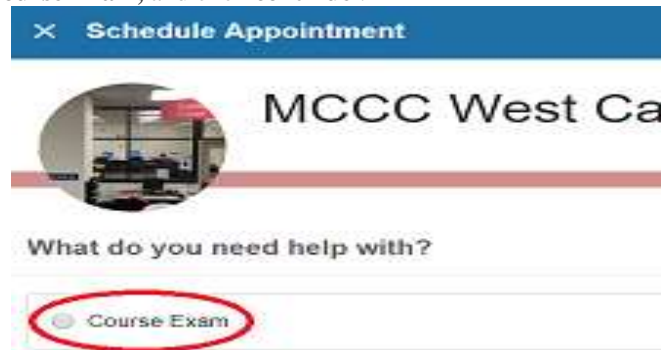
- Scroll down and choose desired campus testing center:

MCCC **West Campus** Course Exam Appointment Scheduling, Or **Central Campus** Course Exam Appointment Scheduling.

- Click “Schedule” to schedule your exam: *If you do not see the “SCHEDULE” option, you either do not have an active referral, or you are not logged-in as a student.*



- Click the circle, labeled **Course Exam**, and click **continue** :



Next, you will have the calendar on the left hand side and the available testing times on the right hand side.

Please refer to the exam start and end dates in your referral when selecting a date and time.

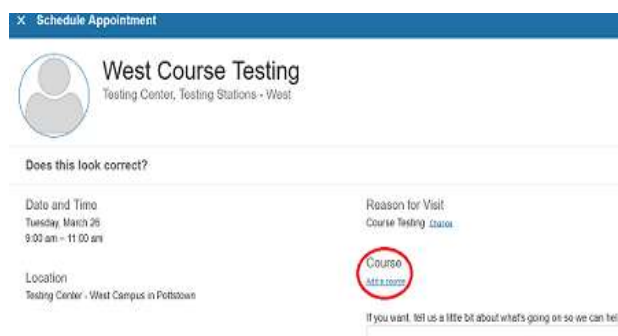
After you select a date, available start times will generate. Select the time you would like to **begin** your test then click continue.



Please note all appointment time slots are two hours. If your instructor has specified a different time length, the testing center will adjust accordingly when you arrive. You do not need to contact the testing center. **However, if your test is longer than 2 hours, you must not schedule in the last time slot of the day.** Longer exams or exams with accommodations scheduled in the latest time slot will result in cancellation.

You will see confirmation when you have selected a time.

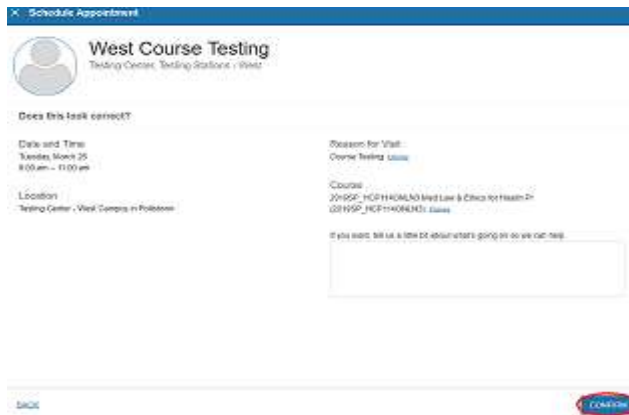
- Please choose a course.** Assure you have selected the correct course for the test you are scheduling. You will only be able to schedule exams for courses in which you are registered. **Please do not leave this field blank.** You do not have to include a comment, but are welcome to do so.



- Make your Course selection from the available options and click “Continue”:



- Please “Confirm” both date, time and course selections:



You may cancel and reschedule your appointment up to 24 hours prior to the deadline provided by your instructor found in your referral.

You may only schedule ONE appointment time for your test. Backup appointments are not permitted. Multiple appointments will result in the cancellation of all appointments. You must cancel your original appointment before scheduling a new appointment time. See: [Course Test Appointment Cancellation and Rescheduling](#) for instructions on canceling and rescheduling.