## **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:

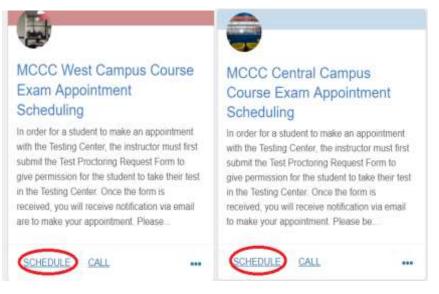
• Log in to your student account and click the Starfish/Success Network icon.

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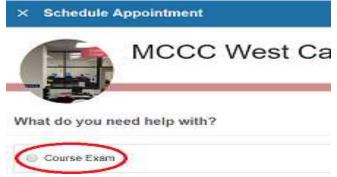
• Scroll down and choose desired campus testing center:

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.

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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:

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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 <u>ONE</u> appointment time for your test. *Backup appointments are not permitted*. Multiple appointments will result in the cancellation of <u>all</u> appointments. You must cancel your original appointment before scheduling a new appointment time. See: <u>Course Test Appointment Cancellation and Rescheduling</u> for instructions on canceling and rescheduling.