SMU. **University Testing Center**

Scheduling SMU Academic Tests at the UTC

1. Go to the UTC website at www.smu.edu/utc and click **"Register For A Test".**
2. Click **"Students"** in the UTC Portal.
3. Sign in using your **SMU ID and password** as you do in my.SMU.
4. Select **SMU Student** from the **Please make a selection** drop-down menu.
5. Select **Academic Testing** from the **Choose a test type** drop-down menu and subsequent selections. This process narrows down your test selections.
6. Continue to **Choose the term** drop-down menu and make your selection.
7. Continue to **Select your test's academic department** and make your selection.
8. Your current courses will automatically populate in the **Select the course** drop-down menu. Choose the correct course and section number for your test.
9. Continue on to **Select the professor** for the course you chose for your test.
10. **Select a test** that you want to register for. *You must register at least 3 business days (72 business hours) prior to your test date, otherwise you will receive an "all times are full" message.*

UTC Registration Schedule

Testing Date: Monday	**Must Register by**: **Wednesday prior,** *same time as appointment*
Testing Date: Tuesday	**Must Register by**: **Thursday prior,** *same time as appointment*
Testing Date: Wednesday	**Must Register by**: **Friday prior,** *same time as appointment*
Testing Date: Thursday	**Must Register by**: **Monday,** *same time as appointment*
Testing Date: Friday	**Must Register by**: **Tuesday,** *same time as appointment*

11. **Choose a date** for your test within the timeframe your professor indicated.
12. **Choose a time** for the testing date you selected.
13. Your name and email address will automatically populate in the **Who is taking the test?** section.
14. Review and agree to the testing policies in the **Test guidelines acknowledgment.**
15. Click the **Add to Cart** button.
16. Click the **Complete Registration** button to register for your test. *Your registration is not complete until you have done this step. If you do not receive a confirmation, then you are not registered.*
17. After registering, you will receive a **confirmation** on the screen and by email that you have registered.

To Reschedule or Cancel a Testing Appointment

1. Click My Exams in the upper right corner.
2. Click History.
3. From there you can Cancel, Reschedule, View Details of testing appointments and view Receipts.