



Registration Application
(FALL 2009 ADMISSIONS ONLY!!!!)

Test of Essentials Academic Skills (TEAS) & Critical Thinking Exams

Please complete the following information in preparation for taking the Test of Essentials Academic Skills (TEAS) & Critical Thinking exams. When completed, return this form to the OLOLC Bursar's Office located at 7434 Perkins Road, Baton Rouge, LA 70808. The registration application should be accompanied by a non-refundable check, credit card, cash or money order in the amount of \$45.00 payable to Our Lady of the Lake College. The cost of each exam is \$20.00 and \$5.00 for the Administration fee.

Once payment has been made and the bursar's office has validated this form, bring the validated Registration Application form to the Nursing Department located at 7500 Hennessy Blvd., to schedule your exams date. DO NOT MAIL IN THIS REGISTRATION FORM TO THE SCHOOL OF NURSING. ALL SCHEDULEING MUST BE DONE IN PERSON. NO EXCEPTIONS!

Personal Data: Please Print

Name: (Last) (First) (M.I) Social Security #: Last 4 digits

Mailing Address: City: State: Zip:

E-mail Address: Alternate E-mail Address:

Date of Birth: Male: Female:

Phone Number: Alternate Phone:

Drivers License or State ID Number:

YOU MUST BRING WITH YOU 2 FORMS OF IDENTIFICATIONS: Drivers License, Social Security Card or Passport

The TEAS & Critical Thinking exams will be proctored only on Saturdays (no exception). Listed below are the test dates and times. Check your selections:

Name: (Last) (First) (M.I) Social Security #: Last 4 digits

TEST DATES (select only one date)

- November 1st, November 8th, November 15th, December 6th, December 11th, January 9th, January 10th, January 17th

TEST HOURS (select only one)

- 8:00 a.m. - 12:30 p.m., 1:00 pm - 5:30 p.m.

RE-TAKE ONLY: January 24th, January 27th

Note: Re-take exams will be given at 8:00am on the above scheduled days ONLY and will be administered to those students who did not meet the 67% benchmark and or who is dissatisfied with their score.

PLEASE ARRIVE AT LEAST 30 MINUTES BEFORE THE EXAM STARTS. IF YOU ARE LATE, YOU WILL BE ASKED TO RESCHEDULE THE EXAM (NO EXCEPTION TO THE RULE).

\$45.00 Registration Fee Paid: Initials Check# Cash Credit Card #

Policies and Procedures:

Scheduling: The ATI (TEAS and C.T.) exam must be scheduled one week prior to test date. The student will be scheduled for his/her desired test date if and only if space is available. If the desired test date and or time frames are not available, it is the student's responsibility to choose another date and time that is vacant to take the exam. Scheduling an exam time and date can be done at Our Lady of the Lake College School of Nursing at 7500 Hennessy Blvd. **No phone calls will be accepted regarding availability of test dates and times.** Students must pay OLOLC Bursar's office before a test date is scheduled. There are no pre-scheduling or holding slots. **ALL EXAMS WILL BE ADMINISTERED IN THE SCHOOL OF NURSING.**

Retaking the Exam: If the student does not meet the bench mark of 67% and or is dissatisfied with his or her score, they are allowed to retake the exam on the following given make-up dates only. **A new registration form must be completed, filled out and a fee of \$45.00 should be paid to Our Lady of the Lake College Bursar's office prior to scheduling the make-up exam. The student is allowed to take the exam up to twice a semester.**

If the student is late or does not show up without rescheduling or cancelling, the student will have forfeited the exam fee and will have to pay \$45.00 to the OLOLC Bursar's office to reschedule the exam upon space availability.

Cancellation/rescheduling of test dates: Cancellations should be made one week prior to the scheduled test date. If the student wishes to cancel their scheduled test date, they are allowed to reschedule the exam for a later date if space is available. Not under any circumstances will the exam fee be refund for cancellations or failure to comply with the terms of scheduling the exam. Failure to cancel or reschedule the exam exactly one week before the scheduled test date will forfeit the exam fee and the student must complete another registration form and process another fee payment of \$45.00 to OLOLC Bursar's office. If for any reason the student does not wish to apply to OLOLC-Nursing school and scheduled the TEAS and C.T. exam and have not taken the exam, the student will not receive a refund for the given amount. **All cancellations and rescheduling must be done in person. The student must return all paperwork given at the time of scheduling the exam.**

Cancellation Dates:

Test Dates	Reschedule by:
November 1, 2008	October 24, 2008
November 8 , 2008	October 31, 2008
November 15, 2008	November 7, 2008
December 6, 2008	November 28, 2009
December 11, 2008	November 4, 2009
January 9, 2009	January 2, 2009
January 10, 2009	January 2,2009
January 17, 2009	January 9, 2009

I _____ have read, understood and agreed to the above terms

(Student's Signature)

and conditions regarding scheduling, retaking and canceling the ATI (TEAS & C.T.) exam.