



**Registration Application**  
**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.

Personal Data: *Please Print*

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
 (Last) (First) (M.I) 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**

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

**TEST DATES** (select only one date)

July 12<sup>th</sup>    July 19<sup>th</sup>    August 2<sup>nd</sup>    August 9<sup>th</sup>    September 5<sup>th</sup>    September 6<sup>th</sup>  
 Re-take only    July 26<sup>th</sup>   Re-take only    August 16<sup>th</sup>   Re-take only    September 13<sup>th</sup>

**TEST HOURS** (select only one)

8:00 a.m. – 11:00 a.m.    11:30 am – 2:30 p.m.    3:00 p.m. – 6:00 p.m.

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

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| <b>\$45.00 Registration Fee Paid:</b> Initials _____ Check# _____ Cash _____ Credit Card # _____ |
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## 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.

**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 given make-up date for the month in which the first exam was scheduled ONLY. For example, if the student is scheduled to take the exam in July, they are only permitted to retake the exam on the scheduled make-up date in July 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.

### Cancellation Dates:

| Test Dates:       | Reschedule by:  |
|-------------------|-----------------|
| July 12, 2008     | July 7, 2008    |
| July 19, 2008     | July 11, 2008   |
| August 2, 2008    | July 25, 2008   |
| August 9, 2008    | August 1, 2008  |
| September 5, 2008 | August 29, 2008 |
| September 6, 2008 | August 29, 2008 |

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.