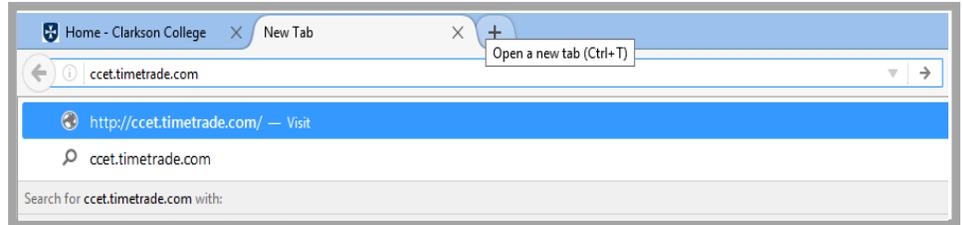
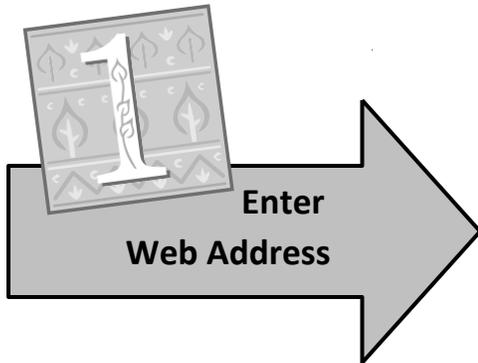
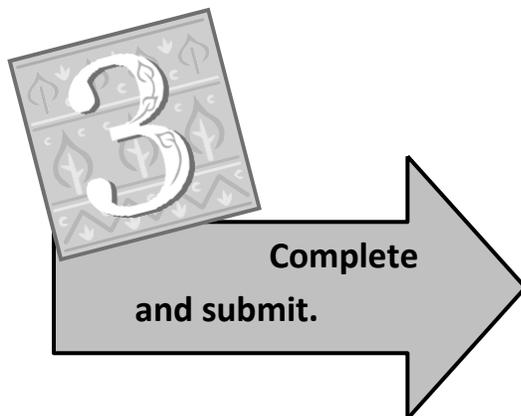


# Registration Instructions



ccet.timetrade.com





Center **Make Appointments** My Appointments Powered by TimeTrade

Appointment Options | Register | Sign Out Testing Center

Student Sample  
 HC 104 - Core 1 Effic Interactions (Flanagan/Online) | Exam 01 | 1 hour | HC 104 Exam Schedule Cancellation Policy  
 Friday, September 27, 2013 - 12:30PM CDT

**Collect appointment specific information from student**

The following additional information is requested from each student when making an appointment for the selected test type.

Is this a make-up exam?

Include additional information regarding this appointment here, if necessary.

\* Required

[Cancel Appointment Request](#) [Next](#)



Enter this optional information, if desired. Click Next.

Center **Make Appointments** My Appointments Powered by TimeTrade

Appointment Options | Register | Sign Out Testing Center

Student Sample  
 HC 104 - Core 1 Effic Interactions (Flanagan/Online) | Exam 01 | 1 hour | HC 104 Exam Schedule Cancellation Policy  
 Friday, September 27, 2013 - 11:30AM CDT

**Review Appointment Details**

The details of your appointment request are shown below. Please review the details to ensure accuracy, and then **click Make Appointment** in the lower right-hand corner to confirm.

Appointment Details

Student: Student Sample  
 Course: HC 104 - Core 1 Effic Interactions (Flanagan/Online)  
 Test Type: Exam 01  
 Date: Friday, September 27, 2013 - 11:30AM CDT  
 Duration: 1 hour  
 Course Resource: HC 104 Exam Schedule  
 Resource Pools: Computer Workstation 01

**Click to revise time or date.**  
↓  
**Click to finalize!**  
↓

[Back](#) [Cancel Appointment Request](#) [Make Appointment](#)



Review for accuracy. You MUST click Make Appointment to set.

To check to see if the appointment was set successfully, click on the **My Appointments** tab. A display of your upcoming set appointments will appear. You will also receive an e-mail confirming your appointment and a 24 hour reminder of your appointment.  
*Contact information is included in the e-mail confirmation.*

Important information about Managing Appointments *next..*

# Managing Appointments

Select the **My Appointments** tab to view and manage your appointments.

**Modify** will allow you to reschedule your current appointment. The other actions allow you to **Cancel** or view **Details** of your appointment.

These action tools are disabled once you are within 2 hours of the scheduled appointment, so be sure to make changes early!! If you miss the opportunity to modify or cancel online, please notify the Testing Center by phone or e-mail that you will not be coming to your appointment.

Clarkson College  
Prepare to be the best.

Center Make Appointments **My Appointments** Powered by TimeTrade

Appointments | Cancellations | Sign Out Testing Center

Student Sample **Monday, March 21, 2011 - 11:30 AM** **Too late to modify or cancel due to the 2 hour rule.**

**Appointments for Student Sample**

Use this screen to view and manage your appointments.

Actions	Date	Duration	Course	Test Type
Details	<b>Monday, March 21, 2011 - 12:00PM CDT</b>	30 minutes	HC 204 - Core II Cultural Hist/Healing Arts (Online)	Quiz 04
Cancel Details Modify	<b>Thursday, March 24, 2011 - 11:00AM CDT</b>	1 hr	HM 224 - Anat & Phys	Exam 09
Cancel Details Modify	<b>Monday, April 25, 2011 - 11:30AM CDT</b>	30 mins	GEN 105 - Medical Terminology	Final>>

## Cancellation and Rescheduling Policy

If you are unable to come at your appointment time, you must cancel or reschedule the appointment online no less than **TWO** hours prior to the scheduled appointment as explained above.

*We appreciate this courtesy to the proctor and fellow students.*

For assistance of additional information,  
please call 402-552-3034 or send a message to  
testingcenter@clarksoncollege.edu