



Revised 4/24/15

REGISTRATION FORM

Return to: Advising Assistance Center, Library 104A
 Shepherd University
 304-876-5317

Office Use:

First Name	Middle Name	Last Name	Birth Date MM/DD/YY
Street Address	City	State	Zip
Daytime Telephone	First Choice Test Date	Second Choice Test Date	College/University Receiving Scores
Military	Email @rams.shepherd.edu	Shepherd I.D. (if applicable)	
<input type="checkbox"/> No <input type="checkbox"/> Yes			

Is this your first attempt of this exam? Yes No

Remember you must wait three months before repeating an examination

Will you require accommodations for testing due to a documented disability? Yes No

Be sure to contact us at least two weeks prior to your exam to make the necessary arrangements

What is your major?

Shepherd students: What is your anticipated graduation date?

Student Signature:

Check the examination for which you are registering (use one registration form per exam):

American Government	History of the US I	Principles of Macroeconomics
American Literature	History of the US II	Principles of Management
Biology	Human Growth & Development	Principles of Marketing
Calculus	Humanities	Principles of Microeconomics
Chemistry	Info. Systems & Comp. Applications	Spanish Language
College Algebra	Introductory Business Law	Western Civilization I
College Composition	Introductory Psychology	Western Civilization II
College Mathematics	Introductory Sociology	
French Language	Natural Science	
German Language	Precalculus	

- There is a nonrefundable registration fee (\$20.00 per exam) – **to be paid in the Cashier’s Office (2nd floor, Ikenberry). Please provide receipt of payment with this registration form.** Students who wish to reschedule their test date must reschedule at least 7 days prior to their test date. Each registration fee permits 2 rescheduled test dates. A registration form and fee become invalid if a student: a) reschedules more than twice; b) reschedules less than 7 days prior to their test date (except in case of documented emergencies); c) does not attend their test. In this case a new registration form and registration fee payment is needed in order to reschedule their exam.
- The \$85.00 exam fee is paid directly to CLEP (clep.collegeboard.org) **PRIOR TO YOUR TEST DAY.**
Registration ticket must be provided to test center on testing day.
- Govt. Issued Photo ID with signature must be presented on testing day (Passport, Driver’s License, Military ID, etc.)
- If you are active duty military, a military dependent, or a veteran, you may be eligible to have some or part of your testing fees waived or reimbursed. See clep.collegeboard.org/military for more information.
- Please arrive at least 15 minutes prior to your testing time.
- CLEP testing takes place in the Advising Assistance Center, Library 104A, 304-876-5317

Your test day/time: