

National-Louis University CLEP Exam Testing Center

Academic Success Center · Prior Learning Assessment

Chicago Campus

January – June 2012

www.nl.edu/pla

Q's &A's:

What is Credit by Examination?

NLU awards credit by examination for eligible students who have achieved acceptable scores on College Level Examination Program (CLEP).

What you should know about CLEP?

CLEP exams cover courses in the disciplines of business; composition and literature; foreign languages; history and social sciences; and science and mathematics. CLEP exams require college-level knowledge and critical thinking ability; sufficient preparation is required to do well. **CLEP exams are administered on computer. The exams are timed. All are 90 minutes long**, and are composed primarily of multiple-choice questions. Score reports are available upon completion of the exam so students know right away how they performed.

Where can I take the exams?

Computer-based CLEP tests may be taken on NLU's Chicago and Lisle campuses, or at other colleges, including many community colleges. If CLEP exams are taken at another institution, your score reports should be sent to NLU for awarding of transfer credit. Our Lisle campus contact information is (800) 443-5522 ext. 4316. Or, you have the option selecting a testing center near you by reviewing CLEP website at www.collegeboard.com/clep

Who qualifies to take exams at NLU?

Undergraduate students or graduate students seeking undergraduate credit may register. **NLU is an open CLEP testing center, while we are a closed DANTES testing center, requiring that students be admitted to the university.**

Where can I get *STUDY* materials for these exams?

CLEP study guides are at your local or school library. Additional information may be obtained from the College Board website at www.collegeboard.com/CLEP. Fees may apply. You can download individual test study guides at <http://store.collegeboard.com/sto/catalog.do?category=298&categoryName=CLEP>

CLEP REGISTRATION PROCEDURES:

1. **Always check with your transcript evaluator or academic advisor to avoid course overlap or duplication and to assure exam credits will apply to your program.** MAT students must call the transcript evaluators at Wheeling; Sharon Hickey 847-947-5760, Linda McDonough 847-947-5729, or Sara Kulon 847-947-5540. Complete the registration form (included in the packet) and return to the Prior Learning Assessment office- Chicago Campus-Room 3005.
2. Indicate both a first and second choice exam time. Registration is limited, so please register early. Confirmations will be sent to your contact information via email.
3. The total cost for CLEP exams are \$102 for NLU students and \$117 for non-NLU students. Checks, Money Orders, or Credit Card made payable to NLU for the administrative fee of \$25/\$40 (which accompany the registration form). The day of the exam, Checks, Money Orders, or Credit Card made payable to CLEP for \$77.

***No Cash**

4. Send your registration and payment of \$25 NLU Students and \$40 non-NLU students(administrative fee) to:

National-Louis University
Prior Learning Assessment, Attn: Charnell Thomas
122 S. Michigan Ave, Room 3005
Chicago, IL 60603
Fax: (312) 261-3359
Email: charnell.thomas@nl.edu

EXAM DAY PROCEDURES:

- **Arrive at the exam site on time.** Students arriving late will not be allowed to sit for exams.
- Bring your test confirmation and two forms of ID (government issued w/ photo and photo and/or signature ID).
- Instructions and testing time will be given 2hours; however, each exam is 90 minutes.
- Students may take only one exam per test slot offered.
- No cell phone, pagers, book bags, purses, books, calculators (which are built into test), hats, etc., are allowed in the exam room.
- Scores are printed up for the student immediately following the exam, except for exams requiring an essay. Score results for those exams will be sent within a few weeks after completion of the exam.
- **No-pass results: Students must wait 6 months from the original exam date to retake an exam.**

CANCELING EXAMS

Missed exam sessions – the \$25/\$40 administrative fee is nonrefundable. Should you miss your exam session or wish need to reschedule for a different date, you must re-register and pay the administrative fee again.

Examinations offered by CLEP

www.collegeboard.com/CLEP

<p>Composition and Literature</p> <ul style="list-style-type: none"> American Literature Analyzing and Interpreting Literature College Composition College Composition Modular English Literature Humanities 	<p>Science and Mathematics</p> <ul style="list-style-type: none"> Biology Calculus Chemistry College Algebra College Mathematics Natural Sciences Pre-calculus
<p>Foreign Languages</p> <ul style="list-style-type: none"> French Language German Language Spanish Language 	<p>History and Social Sciences</p> <ul style="list-style-type: none"> American Government Educational Psychology, Introduction to History of the United States I: Early Colonization to 1877 History of the United States II: 1865 to Present Human Growth and Development Macroeconomics, Principles of Microeconomics, Principles of Psychology, Introductory Social Sciences and History Sociology, Introductory Western Civilization I: Ancient Near East to 1648 Western Civilization II: 1648 to the Present
<p>Business</p> <ul style="list-style-type: none"> Financial Accounting Business Law, Introductory Information Systems and Computer Applications Management, Principles of Marketing, Principles of 	

ALWAYS CHECK WITH AN ACADEMIC ADVISOR OR TRANSCRIPT EVALUATOR TO APPROVE EXAM TOPIC AND AVOID OVERLAP OR DUPLICATION

National-Louis University Students Approved CLEP Exams

(Undergraduate Accelerated Degree-Seeking Programs, i.e. BSM, ABS, HCL, BSMIS)

COMMUNICATION

- College Composition (essay administered by CLEP) 9QH

HUMANITIES

- American Literature 9QH
 Analysis/Interpretation of Literature 9QH
 English Literature 9QH
 French, College-level 9 or 18QH
 German, College-level 9 or 18QH
 General Humanities (4.5QH Humanities & Fine Arts)
 Spanish, College-level 9 or 18QH
 Western Civilization I 5QH
 Western Civilization II 5QH

MATHEMATICS/QUANTITATIVE REASONING

- College Algebra 5QH
 Pre-Calculus 5QH
 Calculus w/Elementary Functions 9QH

PHYSICAL AND LIFE SCIENCES

- General Biology 9QH
 General Chemistry 9QH
 General Natural Sciences 9QH

SOCIAL SCIENCES

- American Government 5QH
 History of the US I 5QH
 History of the US II 5QH
 Intro to Sociology 5QH
 Principles of Macroeconomics 5QH
 Principles of Microeconomics 5QH
 Social Sciences and History 9QH
 Western Civilization I 5QH
 Western Civilization II 5QH

BEHAVIORAL SCIENCE

- Human Growth & Development 5QH
 Introduction to Psychology 5QH

ADDITIONAL COURSES

- Principles of Accounting 9QH
 Introduction to Business Law 5QH
 Principles of Management 5QH
 Principles of Marketing 5QH
 Freshman College Composition (no essay) 5QH
 Information systems & Computer Applications 5QH
 Educational Psychology 5QH
 College Mathematics 9QH

Chicago CLEP Exam Testing Center

122 S. Michigan, Chicago, IL 60603
Room 3013
Center for Academic Development
(312) 261-3359
Charnell.thomas@nl.edu

January	Monday, 23 rd 10AM	Thursday, 12 th 12pm
	Monday, 30 th 10AM	Thursday, 19 th 12pm
		Thursday, 26 th 12pm
February	Monday, 6 th 10AM	Thursday, 9 th 12pm
	Monday, 13 th 10AM	Thursday, 16 th 12pm
	Monday, 20 th 10AM	Thursday, 23 rd 12pm
March	Monday, 5 th 10AM	Thursday, 8 th 12pm
	Monday, 12 th 10AM	Thursday, 15 th 12pm
	Monday, 19 th 10AM	Thursday, 22 nd 12pm
	Monday, 26 th 10AM	Thursday, 29 th 12pm
April	Monday, 9 th 10AM	Thursday, 12 th 12pm
	Monday, 16 th 10AM	Thursday, 19 th 12pm
	Monday, 23 rd 10AM	Thursday, 26 th 12pm
May	Monday, 7 th 10AM	Thursday, 10 th 12pm
	Monday, 14 th 10AM	Thursday, 17 th 12pm
	Monday, 21 st 10AM	Thursday, 24 th 12pm
June	Monday, 4 th 10AM	Thursday, 7 th 12pm
	Monday, 11 th 10AM	Thursday, 14 th 12pm
	Monday, 18 th 10AM	Thursday, 21 st 12pm
	Monday, 25 th 10AM	Thursday, 28 th 12pm

*****ABOVE DATES AND TIMES ARE SUBJECT TO CHANGE*****
Call (312) 261-3359 to verify exam schedule.

*****Meter Parking is not recommended in the Chicago/Loop area*****

Return form via EMAIL, US Mail, Pdf., Walk-in or Fax:

National-Louis University
Attn: Prior Learning Assessment, Charnell Thomas
122 S. Michigan, #3005,
Chicago, IL 60603.
Charnell.thomas@nl.edu.
E-fax: (312) 261-3359

***No Refund, No Re-scheduling, and No CASH**

Name: _____
First Last

Street Address: _____

City: _____ State: _____ ZIP: _____

Day Phone: _____ Evening Phone: _____

EMAIL: _____
(Confirmation will be sent to this email address)

NLU ID# _____
(Your NLU ID# will be searched within database by NLU Administrator for applicable fees)

Date of Birth: _____

What school do you attend? _____

Are you applying to NLU? Y or N

FEES:

- **NLU Students \$25 check, money order, or credit card made payable to National-Louis University.**
- **Non-NLU Students \$40 check, money order, or credit card made payable to National-Louis University.**
- **\$77 check, money order, or credit card made payable to CLEP (fee due day of exam).**

_____ 1st choice date and time _____ 2nd choice date and time

Exam Title: _____

When you miss a scheduled exam session, you prevent another student from taking an exam that day. If you are unable to keep your scheduled appointment, you must notify Prior Learning Assessment prior to the exam date (312) 261-3359. If you fail to notify Prior Learning Assessment that you will be absent, you will forfeit your \$25/\$40 administration fee.

I agree to the above conditions. _____
Test taker signature Date



National-Louis University
Student Finance Office
1000 Capitol Drive
Wheeling, Illinois 60090
(800) 443-5522 ext. 5350
studentfinance@nl.edu

CREDIT CARD CHARGE AUTHORIZATION

I hereby authorize National-Louis University to charge my Visa / MasterCard / American Express / Discover card charge account with the amount shown below, which represents tuition and/or fees due to the University. If your credit card is declined we will not reserve test or test date.

Card Type (CIRCLE): VISA MASTERCARD AMERICAN EXPRESS DISCOVER

Cardholder's Name (PRINT): _____

Charge Number: _____ Expiration Date: _____

Amount: \$ **25.00** NLU Student **OR** **\$40** non-NLU Student
(Your NLU ID# will be searched within database by NLU Administrator for applicable fees)

Type of fee (circle): TUITION TRANSCRIPT OTHER: CLEP Registration Fee

Cardholder's Signature: _____

Student Name (PRINT): _____

NLU ID: _____ Today's Date: _____

Phone Number: _____

Credit Card Billing Address: _____

***\$77 due the day of the exam made payable to CLEP via credit card or check.**

NO REFUNDS

EXAM accommodations for Students with Disabilities

ETS is committed to serving exam takers with disabilities by providing services and reasonable accommodations as set forth in the provision of the Americans with Disabilities Act (ADA). If you have a disability, as prescribed by the ADA, and require special exam services or arrangements, please contact the CLEP/DANTES test line at x4316 in Prior Learning Assessment. You will be asked to submit documentation of your disability and your request for special accommodations. All requests must be submitted well in advance of your test date to make the necessary accommodations. Only students with documented disabilities are eligible for special accommodations.

CHICAGO CLEP Testing Center