

CLEP EXAM SCHEDULE – NLU LISLE CAMPUS WINTER 2012 (January – March)

PRIOR LEARNING ASSESSMENT - CREDIT BY EXAMINATION

What is Credit by Examination?

NLU awards credit by examination for eligible students who have achieved acceptable scores on CLEP (College Level Examination Program) and DANTES Subject Standardized Tests (DSSTs). You might wish to explore this option of examination as a way to gain additional credits needed for degree completion.

Where can I take the exams?

Computer-based CLEP tests may be taken on NLU's Lisle and Chicago campuses, or at other institution offering CLEP exams. If CLEP exams are taken at another institution, your score reports should be sent to NLU for awarding of transfer credit. **DANTES** are administered at NLU's Lisle, Wheeling and North Shore and Chicago campuses on a regular basis. For more information regarding DANTES or CLEP please contact 630-874-4316. **For information regarding CLEP on the Chicago campus, please contact 312-261-3359.**

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.** Attention all NLU students regarding residency credits: All students new to NLU since January 2011 cannot use CLEP or DANTES credits to fulfill their last 12 hours at NLU. Please see your academic advisor for details.

What do CLEP exams cover?

CLEP tests measure knowledge of academic topics through five subject areas (Composition and Literature, Foreign Languages, History and Social Sciences, Science and Mathematics, Business). **CLEP exams are timed, but there is no penalty for wrong or skipped answers.** Credit awards vary from 5QH to 18QH.

What do DANTES exams cover?

DANTES exams measure learning in some business and academic areas, including humanities, mathematics, physical and life sciences, social sciences and technical writing. **There is no penalty for incorrect or skipped answers.** Credit awards for all DANTES are 5QH. **Many DANTES can be completed within 90 minutes; however additional time can be allowed if necessary.** The NLU test center code for DANTES is #8340.

CLEP REGISTRATION PROCEDURES:

1. **Always check with your academic advisor to avoid course overlap or duplication and to assure exam credits will apply to your program: Call 1-800-443-5522, x5900 to check with your assigned academic advisor.**
2. Complete the registration form (included in the packet) and return to the Prior Learning Assessment office, Lisle campus.

3. Indicate both a first and second choice exam time. See page 5 for a schedule of exam dates. Registration is limited, so please register early. Confirmations will be sent to your NLU email address or email address indicated on registration form.
4. The total cost for CLEP exams are \$102 for NLU students and \$117 for non-NLU students. Checks (made payable to NLU), money orders or credit card authorizations for the administrative fee of \$25/\$40 must accompany the CLEP registration form. Registrations cannot be held for receipt of registration and/or payment. **Payment for the exam of \$77 is due at the time of your exam (no cash accepted).**
5. Send your registration and payment of \$25 NLU students and \$40 non-NLU students (administrative fee) to:
National-Louis University
Prior Learning Assessment
850 Warrenville Road
Lisle, IL 60532-1356
Or **FAX:** 630-874-4320

Where can I get materials to study for these exams?

CLEP study guides can be found in the following book: *The CLEP Official Study Guide*. Additional information may be obtained from the College Board website at www.collegeboard.com/CLEP. Exam handbooks can be purchased via this website for \$25, and/or individual sections/exams can be purchased for \$10. It is also recommended to check your NLU library, public library or bookstores for CLEP study materials.

Fact Sheets for DANTES exams include an outline or exam content, sample questions, and a list of reference books. They are available on the DANTES website at www.getcollegecredit.com; click on "Students and Adult Learners", then click on "Fact Sheets".

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 or ID (one photo ID).
- Instructions and testing time take 2 hours.
- Students may take only one exam per test slot offered.
- No cell phone, pagers, book bags, purses, books, 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 180 days from the original exam date to retake an exam.**

RESCHEDULING/CANCELLING EXAMS

When you miss an exam session, you prevent another student from take an exam during that session. If you are unable to keep your scheduled appointment, please notify the Prior Learning Assessment office prior to taking the test. 630-874-4316.

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.

CLEP

(GEN) = General Exam

- 5 QH Algebra, College
- 5 QH American Government
- 9 QH American Literature
- 9 QH Analyzing/Interp. Literature
- 9 QH Biology, General
- 5 QH Business Law, Intro.
- 5 QH Calculus w/Elem. Functions
- 9 QH Chemistry, Gen.
- 9 QH College Composition
- 5 QH Financial Accounting
- 9 QH English Literature
- 18 QH French Language, College Level
- 18 QH German Language, College Level
- 5 QH History of the U.S. I (to 1877)
- 5 QH History of the U.S. II (1865-Present)
- 9 QH (GEN) HUMANITIES**
- 5 QH Human Growth and Development
- 5 QH Info. Sys. & Computer Applicat.
- 5 QH Macroeconomics, Principles of
- 9 QH COLLEGE MATHEMATICS**
- 5 QH Management, Principles of
- 5 QH Marketing, Principles of
- 5 QH Microeconomics, Principles of
- 9 QH (GEN) NATURAL SCIENCES**
- 5 QH Ed. Psychology, Intro.
- 5 QH Precalculus
- 5 QH Psychology, Intro.
- 5 QH Sociology, Intro.
- 9 QH (GEN) SOC. SCI./HISTORY**
- 18 QH Spanish Language, College Level
- 5 QH Western Civ. I (to 1648)
- 5 QH Western Civ. II (1648-Present)

DANTES

ALL DANTES = 5 QH

- Accounting, Financial *
- Art of the Western World
- Anthropology, General
- Astronomy
- Business, Introduction to
- Business Ethics & Society
- Business Law II
- Business Mathematics *
- Civil War and Reconstruction
- Computing, Introduction to *
- Counseling, Fundamentals of
- Criminal Justice
- Environment and Humanity
- Ethics in America
- Finance, Principles of *
- Foundations of Education
- Geology, Physical
- Here's to Your Health
- Human/Cultural Geography
- Human Resource Management
- Law Enforcement, Intro to
- Lifespan Developmental Psych
- Management Info Systems
- Modern Middle East, Intro
- Money & Banking
- Organizational Behavior
- Personal Finance
- Physical Science I, Principles of
- Public Speaking, Principles of
- Soviet Union, Rise & Fall of
- Statistics, Principles of
- Substance Abuse** (*formerly Drug and Alcohol Abuse*)
- Supervision, Principles of
- Technical Writing
- Viet Nam War, History of
- Western Europe, Contemporary
- World Religions, Intro to

* Non-programmable hand-held calculators permitted

NATIONAL LOUIS UNIVERSITY CLEP REGISTRATION

Name: _____
Last First Middle/Maiden (opt.)

Street Address: _____

City: _____ State: _____ ZIP: _____

Home Phone: _____ Work Phone: _____

EMAIL: _____ Check one: NLU Student Non-NLU

Student ID# _____ (NLU students only) Date of Birth: _____

FEES:

Administrative fee of \$25/\$40 must be paid and the registration form completed in advance of the test date.

*** 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.**

Test Day - \$77 check, money order, or credit card made payable to CLEP (due at time of exam).

Registrations and Credit card payments (via NLU credit card authorization form) may be faxed to 630-874-4320.

Indicate below your first choice test date AND an alternative. Only one exam may be taken per test date.

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 (630)874-4316). If you fail to notify Prior Learning Assessment that you will be absent, you will forfeit your \$25/\$40 administration fee. Students who arrive late may be denied entrance at the discretion of the proctor.

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

NLU Credit by Examination CLEP Schedule

❖ Always check with an Academic Advisor for exam topic approval to avoid credit overlap or duplication. See pg. 1 for appropriate contact person.

NLU – CLEP exam site: Lisle Campus, 850 Warrenville Road,
Lisle Bldg. 850 – Suite 210

JAN	Tuesday, 10 th	10 am	and	2 pm
	Thursday, 12 th	10 am	and	2 pm
	Tuesday, 24 th	10 am	and	2 pm
	Thursday, 26 th	10 am	and	2 pm
FEB	Tuesday, 7 th	10 am	and	2 pm
	Thursday, 9 th	10 am	and	2 pm
	Tuesday, 21 st	10 am	and	2 pm
	Thursday, 23 rd	10 am	and	2 pm
MAR	Tuesday, 6 th	10 am	and	2 pm
	Thursday, 8 th	10 am	and	2 pm
	Tuesday, 20 th	10 am	and	2 pm
	Thursday, 22 nd	10 am	and	2 pm

❖ ABOVE DATES, TIMES, FEES ARE SUBJECT TO CHANGE.



National Louis University
Student Finance Office

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.

Card Type (CIRCLE): VISA MASTERCARD AMERICAN EXPRESS
 DISCOVER

Cardholder's Name (PRINT): _____

Charge Number: _____

Amount: \$ _____

Expiration Date: _____

Type of fee (circle): TUITION TRANSCRIPT OTHER

Cardholder's Signature: _____

Student Name (PRINT): _____

NLU ID: _____

Today's Date: _____

Phone Number: _____

Credit Card Billing Address: _____

***If different from mailing address, the billing address is necessary to process this credit card payment.**

**National-Louis University Students
Approved CLEP Exams**

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

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.

CLEP - LISLE