

Revised AD101 Testing Out Procedures

Students have the option to test out of AD101. **There is a \$10 non-refundable registration fee to sign up to take the exam, which must be submitted with your registration form.**

An access code must be purchased from the Southeast Bookstore in order to access the exam. Typically, the test is given in the evening during the first week of the semester. **A valid student or other photo ID must be presented the night of the test.**

Note: If you have previously completed AD101, you are NOT eligible to take the test—you cannot CLEP out of a course that you have previously taken!

If student is NOT currently enrolled in a section of AD101:

A student must have a good working knowledge of Microsoft Word, Excel, PowerPoint, and Access. Students must score at least 75% on each part of the exam. Each exam consists of 30 to 60 questions.

- A. If a student passes all four parts with a minimal score of 75% on each part, the student may receive 3 hours AD101 course credit. The student's name and student ID number will be forwarded to the Registrar's Office for credit.
- B. If a student does NOT pass all four tests, the student should enroll in a section of AD101. The entire course will need to be taken. A student will need to check with the instructor of the course to determine space availability in a particular section and to arrange participation in a class.

If student IS currently enrolled in AD101:

If a student **successfully passes all parts** (Word, Excel, PowerPoint, and Access) with a score of 75% or better, the student has the following options:

- A. Drop AD101. Students choosing this option will be instructed to drop the course online before leaving the exam room and should be eligible to receive a 100% refund of fees paid for the course if dropped that night. Be aware, however, that dropping the course may affect your status as a full-time student if you drop below 12 credit hours. Make sure you know your PIN number for enrolling as staff do not have access to it.
- B. Remain enrolled in the course but opt to cease class participation. The **student must let the instructor know** if he/she will no longer be attending class; otherwise you will be reported absent in weekly attendance reporting. The grade received in the course will be the average of the four exams (Word, Excel, PowerPoint, and Access) with the following scale: 90%+ = A; 80-89% = B; 70-79% = C.

Students must decide the night of the exam which of the above options they wish to take. Decision made that night is final, so be sure you have thought the situation out thoroughly. If you score well on the exam and would like to boost your GPA with a good letter grade, then you may want to remain enrolled.

Students not interested in receiving a letter grade and/or boosting their GPA, may drop the class, receive course credit, enroll in another class, or get a refund. You will be required to drop AD101 before you leave the exam room, as **your decision is final and cannot be reversed**. Make sure you know your PIN number used for enrolling as staff will not have that information.

Students need to **complete a registration form to sign up for testing and pay a \$10 participation fee due at time of registration**. See Sharon in Room 239 to complete a registration form. You must have your SAM/TOM authorization card (purchased from Southeast Bookstore) with you. Deadline for registrations is no later than 12 noon on the scheduled test date. Registrations will not be accepted without the accompanying fee.

Office – DH239

Email – smhale@semo.edu

Phone - 651-2120