



COLLEGE OF BUSINESS TESTING CENTER NO SHOW / LATE POLICY

Thank you for choosing the College of Business Testing Center for your proctoring needs for online business courses at the University of Central Oklahoma. When you schedule an appointment with the College of Business Testing Center, we designate proctors to be available to assist you by providing proctoring for your exam free of charge to you as a student taking an online business course, including self-paced online courses (SPOC). Should you need to cancel or reschedule, please contact the College of Business Testing Center via phone (405) 974-2695 (messages are acceptable) or email cbtesting@uco.edu as soon as possible, and ideally no later than 12 hours prior to your scheduled appointment. This gives us time to schedule exams for other students who may be waiting for an appointment. Please see our No Show / Late Policy below:

- Effective **August 20, 2018**, any student who does not arrive **within 2 hours** of the scheduled appointment time in the College of Business Testing Center will be classified as a No Show / Late and charged a **\$10.00 fee**. This includes students who arrive **more than 2 hours** late to the scheduled appointment time and those who fail to cancel or reschedule **within 2 hours** of the scheduled appointment time.
- The **\$10.00 fee** will be charged to the student's Bursar account and subject to the Bursar's policies and payment schedules.
- As a courtesy, within minutes of scheduling, the appointment scheduling system sends students a confirmation email to the email address they used to schedule their appointment. Students are also sent a reminder email 2 days prior to their exam.

We understand there may be times when an unforeseen emergency occurs and you may not be able to keep your scheduled appointment. If you should experience extenuating circumstances, please contact Niccole Miller, Director of Student Success & Retention in the College of Business, who may be able to waive the No Show / Late fee. She can be reached via phone at (405) 974-2325 or email at nmiller18@uco.edu.

When registering for your exam, this No Show / Late Policy statement will be in the Exam Guideline Acknowledgement. By checking the box, "I agree to follow the above guidelines," I certify that I have read and understand the College of Business Testing Center No Show / Late Policy and agree to its terms. Any questions concerning these policies have been discussed prior to my exam registration.