## How do I make an appointment? TSI Assessment



## First things first Method of payment.

- You can schedule your TSI Assessment online, but you'll have to pay by debit/credit card.
- If paying with cash, check, money order, or third party payment, please go to the Payments Center (Building #8 on the Campus Map).

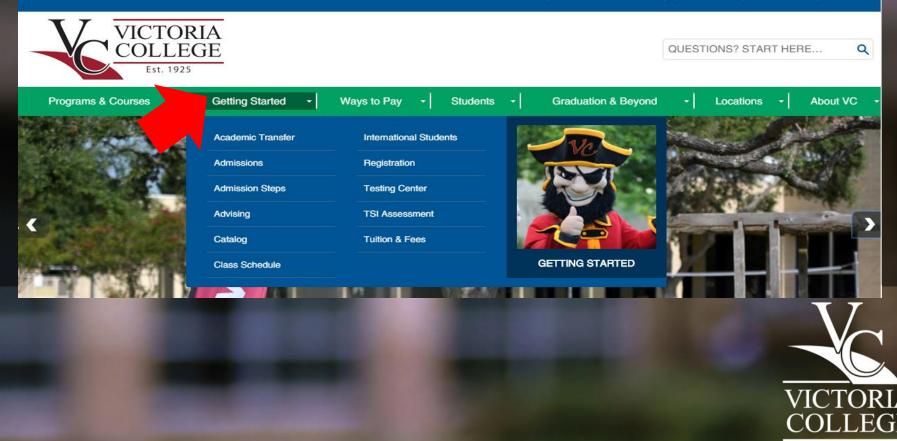


Step 1: Go to victoriacollege.	edu	
<ul> <li>← → C ③ Not secure   victoriacollege.edu/home</li> <li>iii Apps ¾ Testing Center</li> </ul>		
VICTORIA COLLEGE Est. 1925		ty   Contact Us   Pirate Portal   Jobs@VC QUESTIONS? START HERE Q
Programs & Courses   Getting Started  Ways to Pay	Students  Graduation & Beyond	<ul> <li>Locations</li> <li>About VC</li> <li>About VC</li> <li>About VC</li> <li>About VC</li> </ul>

## **Step 2:**

#### Hover your mouse over "Getting Started"

Calendar & Events | Business & Community | Contact Us | Pirate Portal | Jobs@VC

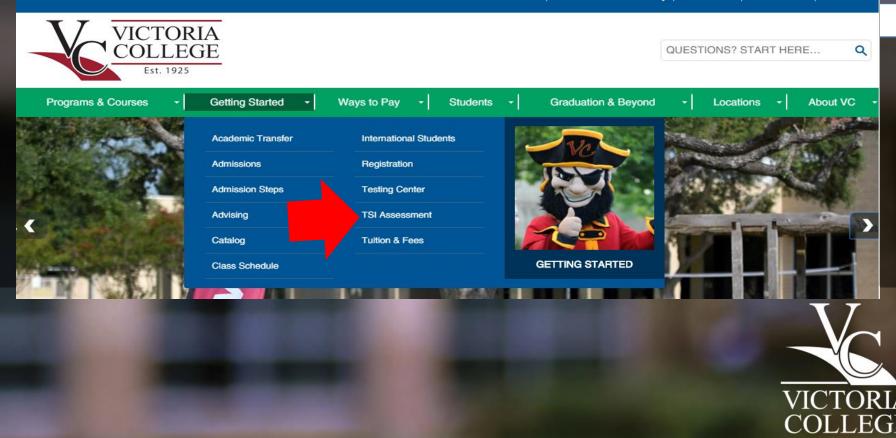


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## Step 3A:

#### Click on "TSI Assessment"

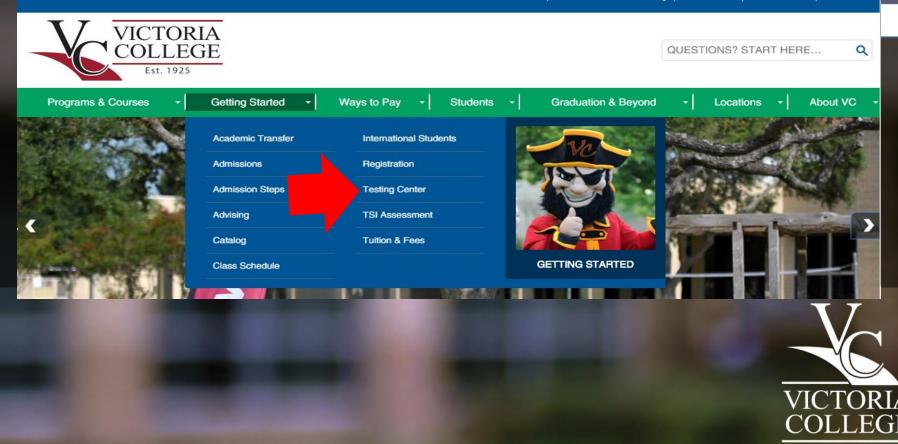
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## Step 3B:

#### **OR- Click on "Testing Center"**

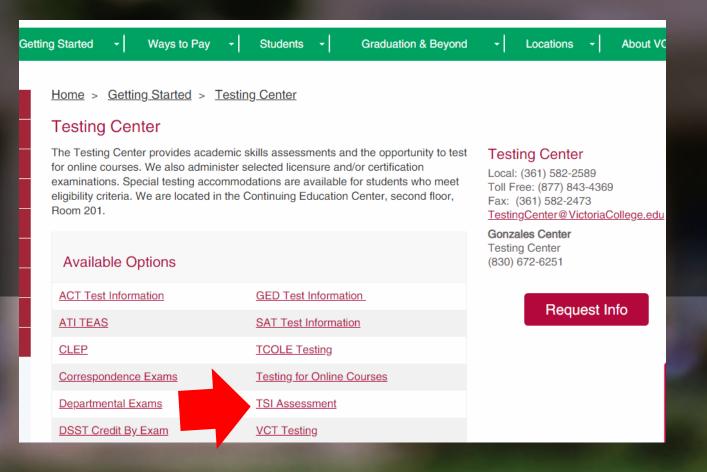
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## Step 3B:

#### **Click on "TSI Assessment"**





## Step 4:

## Select the green plus sign for "Registration & Payment Information"

#### TSI Assessment

The TSI Assessment (TSIA) is part of the Texas Success Initiative program designed to help determine if you are ready for college-level coursework in the general areas of reading, writing, and mathematics. It will also help determine what type of course or intervention will best meet your needs to help you become better prepared for college-level coursework if you are not ready. All first-time college students must take the TSI test before enrolling in classes, unless you are exempt or complete. Before taking the TSI Assessment, a <u>Pre-Assessment Activity</u> must be completed.

#### TSI Exemptions

- Registration & Payment Information
- + TSI Assessment times can be scheduled for:
- + Testing Center Guidelines



## Step 5:

# Once you've read through all the information, click the "Appointment Plus" link.

The TSI video is a requirement.

#### - Registration & Payment Information

TSI Assessment: \$12 TSI Assessment Retake: \$12

TSI Registration Instructions:

1. View the <u>TSI video</u> and complete the TSI Assessment Pre-Assessment Activity. (This is mandatory.)

 Visit <u>Appointment Plus</u> and log in if you already have an account or create an account if you are new.

- Scroll down and choose the TSI Assessment from the Select Exam drop down box.
- Scroll down and click the blue hyperlinked date that you would like to take the exam (If the date is not blue, there are no more seats left on that testing date)
- 5. Read the information for your test, complete any required information and then click Continue.
- 6. Look for the green check mark and the message, "Your appointment has been confirmed!" and click the Print Confirmation button.

Note: If paying with cash, check, money order, or third party payment, please go to the Payments Center (Building #8 on the <u>Campus Map</u>).

Tip: Any tests taken at the Testing Center, with the exceptions of <u>SAT</u> and <u>ACT</u> will be scheduled through this online system. Be sure to remember your username and password so next time you can login as a Returning User.



#### Step 6: If you are a new user, select "Create an Account".

Already have an account? Skip to Step 9.
 \*\*Do not create more than one account

V	íctoria College
	) E Red River St - Victoria TX 77901 pointment Plus Scheduling System
	Home
Create an Account	
Please create an account to get started	Log In (returning users)
Create an Account	Login
	Password
	Log In
	Forgot password?



# Step 7: Fill in your information. Note: Your login can be whatever you choose.

Welcome!	
Create an Account * Indicates required field	:
* First Name	
* Last Name	
* Last (4) Numbers of Social Security Number	
* Address	
Address 2	
* City	
* State	
* Zip Code	
Cell Phone	
* Daytime Phone	
Evening Phone	
* E-mail	
* Login	
* Password	
* Retype Password	
* Birth Date	Select Month V Select Day V Select Year V

Appointment Plus Scheduling System



Create Account

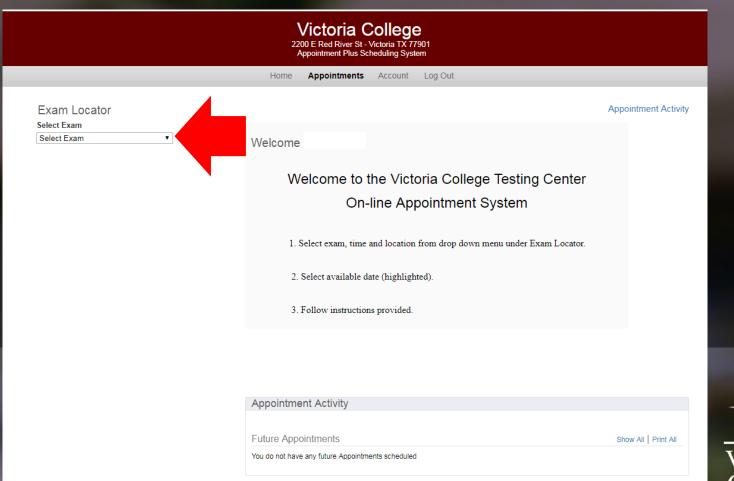
## Step 8: Log in.

#### If you are having problems logging in, call the Testing Center at 361-582-2589

https://booknow.appointment-plus.com/1c03r450/	07
<b>Victor</b> 2200 E Red Riv Appointment	er St - Victoria TX 77901 Plus Scheduling System
	Home
Create an Account Please create an account to get started Create an Account	Log In (returning users) Login Password Log In Forgot password?



## Step 9: Click on the drop down menu



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#### Step 10: Scroll down and select "TSI Assessment MAIN CAMPUS"

- Select a time that best suits your schedule first.
- Notice the available times below.

Monday-Thursday: 9 a.m. • 11:30 a.m. • 2 p.m. • \*4:30 p.m. • \*6 p.m.

Friday: 8:30 a.m. • 9 a.m. • 11:30 a.m. • \*2 p.m.

Saturday:

8:30 a.m.

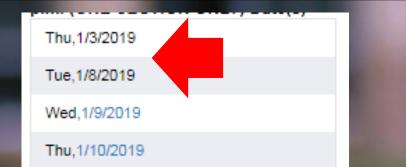
\*Only one section can be taken at these times. During the summer, the only test time on Friday is 8:30 a.m.

Exam Locator
Select Exam
Select Exam
GONZALES CENTER- 9:00 AM
GONZALES CENTER4:00 PM
GONZALES CENTER-1:00 PM
GONZALES CENTER-3:00PM
GONZALES CENTER-5:00 PM
Paper-based Exam for VC Online Course MAIN CAMPUS 10:30 AM
Paper-based Exam for VC Online Course MAIN CAMPUS 6:00 PM
Paper-based Exam for VC Online Course MAIN CAMPUS 8:30 AM
Paper-based Exam for VC Online Course MAIN CAMPUS 9:30 AM TCFP
TCOLE MAIN CAMPUS8:30 AM
TSI Assessment Main Assessment – 2:00 p.m.
TSI Assessment Main Campus - 2 PM (ONE SECTION ONLY)
TSI Assessment Main Campus 8:30 a.m.
TSI Assessment Main Campus 11:30 a.m.
TSI Assessment Main Campus 4:30 p.m. (ONLY ONE SECTION)
TSI Assessment Main Campus 6:00 p.m. (ONE SECTION ONLY)
TSI Assessment Main Campus 9:00 a.m.
TSI GONZALES CENTER (1 SECTION ONLY) 2:00 pm
TSI ASSESSMENT GONZALES CENTER 8:30 AM



#### Step 11: Select the desired date

- If your desired date is blue, that time and date is still available.
- If the date is black, that date is filled for that particular time slot. You can go back and choose a different time/date.



#### Exam Locator Select Exam TSI Assessment Main Campus -- 9 V Exam Registration Computer-based Exam for VC Online Course MAIN CAMPUS - 6:00 PM Date(s) Mon.1/14/2019 Tue.1/15/2019 Wed.1/16/2019 Thu,1/17/2019 Tue.1/22/2019 Wed,1/23/2019 Thu, 1/24/2019 Mon,1/28/2019 Tue,1/29/2019 Wed,1/30/2019 Thu,1/31/2019 Mon.2/4/2019



#### Step 12: Put in your exam information. Click Continue

Exam TSI Assessment Main Campus -- 9:00 a.m.

Date Monday, January 14, 2019

Start Time 9:00am

Please put your exam information in the box below:

#### Example: All Sections OR Math Only

E-mail Confirmation and Reminders

Confirmation and reminder e-mails for this appointment will be sent to (separate additional e-mail addresses by commas):

Continue



#### Step 13: Double check that your billing information is correct.

 \*\*Don't forget to select the billing <u>Country</u> and the <u>Payment</u> <u>Method.</u>

 Then click on "Continue to Secure Processing"

Amount	\$12.00
Subtotal	\$12.00
Total	\$12.00

Upon submitting, you will be redirected to a secure credit card entry page.

#### Billing Information

* First Name		
* Last Name		
Company		
* Country	Select Country	
* Address		
* City	Victoria	
* State/Province	TEXAS	
* Zip/Postal Code		
* Email		
"Pay ont Method	Select Payment Method	
* Card Number	No credit card number on file	

ontinue to Secure Processing



#### Step 14: Put in your card information and click "Submit".

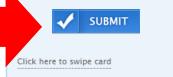
#### Sale Amount: \$12.00

Card Number Key in card number here	enter card numbe	ır	i
Expiration Date	Show Card Number		
<b>CVV</b> 3 or 4 digits	XXX	i	
Street Address Address for the card	street address		i
Zip Code Zip code for the card	zip code	i	
Cardholder Name on the card	cardholder		i

Not entering the cardholder, zip code, or street address may result in additional fees.

X

Cancel





#### Step: You're all done!

#### Selected Exam

Exam TSI Assessment Main Campus -- 9:00 a.m.

Date Monday, January 14, 2019

Start Time 9:00am

#### Your appointment has been confirmed!

Thank you for scheduling your exam with the Victoria College Testing Center. Good luck on your exam!

As a reminder:

-Please bring a valid, current Photo ID to every test session.
-Please park in student parking only. Parking in Visitor or Reserved could lead to a parking violation.
-You will be contacted if the time limit for your exam is longer than the time available for your selected exam.

Thanks,

Testing Center Staff

Print Confirmation

Appointment Activity

Future Appointments	Show All   Print All
Friday, December 7, 2018 at 9:30am	Print   Cancel

- Double check your time and date.
- You do not need to bring in the confirmation page. It is for your records only.



## Don't forget

Check the "Testing Center Guidelines" before coming to test.

 Make sure to bring in a valid, nonexpired ID. Students may not test without one- No exceptions!



## **Contact the Testing Center**

If you have any questions or issues, feel free to call us at 361-582-2589. We're happy to help!

Fall & Spring Office Hours

Monday - Friday: 8 a.m. to 5 p.m.

Saturday: 8 a.m. to noon



