## How to Schedule a Testing Appointment RUC Educational Testing Center (ETC)

- 1. Log in to your OneCampus.
- 2. Click on the Starfish tile.
- 3. Ensure you are in "My Success Network."

4. Scroll down to the "Educational Testing Center (RUC)" and select "Schedule." (If you are a student with accommodations, choose "CAS Testing at RUC.")

campus community. we provide a variety of academic support services that are intended to help	Registration: Use the calendar to select	workshops and events.	
<u>CALL</u>	SCHEDULE CALL	CALL	
RUC	RUC		
CAS Testing at RUC	Educational Testing Center (RUC)	Forage	
he Center for Accessibility Services (CAS) supports tudents with documented disabilities by providing eccessary and appropriate accommodations. This cheduling service is for students who have met with he CAS office and been approved for commodations. If you feel that you need commodations or want more information, please ontact the Center for Accessibility Services. "All tests re proctored through the ETC, room 508. Students hould schedule their test	The Educational Testing Center (ETC) provides proctoring services for a variety of course and admissions exams. With permission from instructors, the ETC also assists distance learning students with scheduling off-campus proctored testing. When not in use for testing, the ETC serves as a 24/7 computer lab ideal for work or study. Testing Hours: Monday 8:00 a.m 12:00 p.m., 1:00 p.m 5:00 p.m. Tuesday 8:00 a.m 12:00 p.m., 1:00 p.m 5:00 p.m. Wednesday 8:00 a.m 12:00 p.m., 1:00 p.m 5:00 p.m. Thursday	A FREE resource where you can engage in virtual job simulations to experience a day-in-the-life at real companies like PwC, Goldman Sachs, PepsiCo, and more. Foragers are more than 3x as likely to land a job after completing a job simulation!	
SCHEDULE CALL	SCHEDULE CALL		
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Harvey Center Tutoring (Radford Harvey Center Writing Su		Peer Academic Coaching (Radford	
Campus)	(Radford Campus)	Campus)	

5. Select which time duration you would like and click the blue "Continue" button.

t Schedule Appointment	
Educational Testing Center (RUC)	
What do you need help with?	<u>`</u>
Testing 120 MIN. Contact ruc-etc@radford.edu or 540-831-1729 if you have problems scheduling.	Testing 30 MIN. Contact ruc-etc@radford.edu or 540-831-1720 if you have problems scheduling.
Testing 45 MIN. Contact ruc-etc@radford.edu or 540-831-1729 if you have problems scheduling.	Testing 60 MIN. Contact ruc-etc@radford.edu or 540-831-1729 if you have problems scheduling.
Testing 90 MIN. Contact ruc-etc@radford.edu or 540-831-1729 if you have problems scheduling.	
CANCEL	CONTINUE

6. In the upper left-hand corner, select the month you would like to test via the arrow buttons. Then click on the date, regardless of boxes or bolding. Use the scroll bar to select times available on that date. Select "Continue."

t Schedule Appointment					
<b>RUC</b> Educational	Testing Center (RUC)	)			
screen. 3. Complete all required information in the sched	ints must be made at least 24 hours in advance. 1. Sel uling window and in the Detailed Description box. 4. Pl	lease include your course name (e	v top left of the screen. Available dates are bold. 2. Choos x. NSG 204) and professor's name in the Description box @radford.edu or 540-831-1729 "The Testing Center is ck	. Please bring a photo ID to	
Su Ma Tu We Th Fr Sa	Wednesday, January 29			117 available	
5 6 7 8 9 10 11	○ 1:00 pm - 1:30 pm	30m	🔿 1:00 pm - 1:30 pm	30m	
12 13 14 15 16 17 18	09 ETC RUC Testing Center Seat		RUC Testing Center Seat		
19 20 21 22 23 24 25	Room 508 Educational Testing Center All RUC Students (ARUC)		Room 508 Educational Testing Center All RUC Students (ARUC)		
26 27 <b>28 29 30 31</b>		]			
BACK				CONTINUE	

7. Ensure the date and time listed in the upper left corner are correct. In the box at the right, you <u>must</u> include your instructor's name, course code, and name of test. Press "Confirm."

Schedule Appointment	
Educational Testing Center (RUC)	
Does this look correct?	
Date and Time	Reason for Visit
Wednesday, January 29 1:00 pm – 1:30 pm	Testing 30 MIN. Contact ruc-etc@radford.edu or 540-831-1720 if you have problems scheduling. <u>charce</u>
Team Member	If you want, tell us a little bit about what's going on so we can help
BUC Testing Center Seat	
Location	
Room 508 Educational Testing Center	
Please follow all posted procedural and hygienic safety instructions upon arrival.	
Meeting Instructions	
Please bring a photo ID with your first and last name; a driver's license or One Card will	
be fine; your Radford ID may not have your last name, so make sure you have an	
alternative. Also, make sure to communicate with your instructor that you are taking a	
test in the testing center. The instructor will need to share the testing information with the	
<u>ck</u>	CON

8. After submitting your request, you will receive an email from Starfish confirming your appointment.

Appointments must be scheduled at least 24 hours prior to testing. If there are no time slots for the time and date desired, additional appointments may be available.

Email <u>ruc-etc@radford.edu</u> or call the ETC at 540-831-1729.