

## **HESI REGISTRATION FORM**

You are only allowed to register & take the HESI at your specified program times. No exceptions will be made. The HESI test MUST be taken by the program application deadline.

Please complete the HESI Registration Form (form intended for on campus registration) & complete Steps below.

### Contact Information

Please **Print** Clearly

Program type- please check one:

Transition(LPN/HCP to ADN)\_\_\_\_\_ Traditional(2 yr ADN)\_\_\_\_\_

Name \_\_\_\_\_ Student ID \_\_\_\_\_  
Last name First Name Middle Initial

Daytime phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Email address \_\_\_\_\_

Indicate Preferred Test Date/Time \_\_\_\_\_

### **HESI REGISTRATION**

**Registration is final only after completing both Step 1 & Step 2**

**Step 1 :** To take the HESI entrance examination, a \$50.00 processing and test fee is required. The non-refundable fee must be paid to the Business Office by mail, in person, or phone. **Fees are non-refundable and non-transferable.**

- The Business Office is located in 220 MB, 810-989-5513 or 1-800-553-2427, ext. 5513.
- Checks, credit card, or cash (in person) will be accepted for payment.

**Step 2:** Call the Academic Achievement Center (AAC) at 810-989-5555 to schedule your test **once you have paid your registration fee.** Please be prepared to provide the following information. (If you do not have this information readily available no appointment will be scheduled and you must call back with the information. This could delay when you are able to take the test).

- Your SC4 student I.D number for proper identification,
- Correct spelling of your name, and
- Preferred date and time for taking the test. Also select an alternative date.
- Record your test date and time on your calendar. Due to other College testing obligations, College staff will not look up this information again.
- You must bring a photo ID and copy of receipt on the day of the test.