

REGISTRATION INSTRUCTIONS

You must register for the Writing Proficiency Examination (WPE) using the registration form below. Indicate the **time** you wish to take the exam with a check mark. **We will make every effort to give you the time you select, but it's possible you may be assigned a different time.** Remember to legibly print your name, Student ID #, and phone number. All fields are required.

For Alternative Accommodations contact the following offices -- DO NOT USE THIS FORM!!!

- *Disability Resource and Educational Services - visit BH 110 or call 818-677-2684*
- *Non-Saturday (religious convictions) – visit BH 408 or call 818-677-3303*

A \$20.00 non-refundable fee must be paid to CSUN either by mail or in person. Fees are good for **one** test date only! **There are no refunds and no transfers of test dates.** This policy reflects the fact that test materials, processing, and staffing costs are incurred for each examinee registered, whether the examinee actually takes the test or not. If you do not attend the appointment time on your Admission Ticket, you must completely reregister for the next test and pay the full fee.

REGISTER BY MAIL: Complete this form, enclose check or money order payable to CSUN and mail to University Cash Services, 18111 Nordhoff Street, Northridge, CA 91330-8214. **(DO NOT SEND CASH!)** Student's name and **CSUN ID#** must appear on the check/money order. Registration form and fee **MUST** be received in Cash Services by **January 6th** to allow for processing.

REGISTER IN-PERSON: Complete this form and submit with photo ID and fee to University Cash Services. **University Cash Services must receive your payment and registration form by 4:00pm on January 8th.**

Test admission tickets are emailed to your CSUN email address prior to the test. *Double check to make sure your email is working properly!* The admission ticket specifies your January 16th test date, time, and reporting location. If you do not receive your ticket by Wednesday, January 13th call the Testing Center at (818) 677-2369. There are no refunds and no transfers if you miss your test date!

PROHIBITED ITEMS

Cellular phones, pagers, headsets, electronic or recording devices, are not permitted in the testing room. You are not permitted to use beeping alarm watches or any timing device that has an alarm or beeping function as these can be distracting to other test takers. If you are found to have any prohibited item in the testing room, you will be dismissed from the exam immediately and your essay will not be scored. Leave these items in your car!!

Test reporting location

Students are to line up outside Sagebrush Hall (on Plummer Street). Rooms are assigned on site. Plan to arrive at least 15 minutes prior to your test time to allow for parking. **You will not be admitted if you are late.**

Essay samples

Can be accessed online at www.csun.edu/udwpe/samples.htm

**Check your CSUN email account for your Admission Ticket.
Print the ticket and bring this with you to the test!!!**

January 16, 2010

Registration In-Person Deadline 01/08/10

*****Pay by Mail Deadline 01/06/10*****

ALL FIELDS REQUIRED – Please PRINT

Testing time will be assigned based on availability. Indicate time preference below. You are NOT guaranteed this time. Check your CSUN email for time confirmation.

8:00 A.M. 10:00 A.M. 11:45 A.M.

Last Name

First Name

M.I.

Student ID #

Phone #

***Admission ticket will be sent to your CSUN email address only.
Double check it is working properly to ensure you receive your admission ticket.***

Register by Mail

**California State University
University Cash Services
18111 Nordhoff Street
Northridge, CA 91330-8214**

Register In-Person

**University Cash Services
Bayramian Hall, room 100
During normal business hours**

*****Payment must be received by University Cash Services no later than 01/06/10** A form received too late to process or with the incorrect amount enclosed will be returned. Please allow enough time for mailing. DO NOT SEND CASH***

UCS – Office Use Only