

Instructions to Access a TEAS Test Date

1. In order to schedule your TEAS Exam you must:
 - a. Attend a Mandatory Nursing Admissions Meeting
 - b. Meet with a Nursing Faculty Advisor
 - c. Submit a completed Nursing program application
2. Submit payment for TEAS exam using a TEAS invoice to the business office, on the 2nd floor of the Student Commons Building. The TEAS invoice form can be printed from the Nursing Admissions webpage by clicking the “Access to the TEAS invoice” hyperlink, invoice forms are also available at the Business Office and the Nursing Division Office.
3. Once you have paid for the exam at the business office they will provide you a receipt of payment. To schedule the date for your exam, submit the receipt to the Nursing Division Secretary in Frederick Dierks 206 or 245. You must have the receipt in order to schedule the exam. Dates and times for the exam are located on the Nursing Admissions webpage.
4. Schedule a test date with the Division of Nursing Secretary.
5. If you miss your scheduled testing date it will result in an additional \$20 rescheduling fee.
6. Students who are unable to test on the designated testing dates should contact the Nursing Division secretary for further directions.