SMU University Testing Center

Scheduling SMU Academic Tests at the UTC

It's easy to schedule your test at the University Testing Center!
Just follow these steps:

1. Go to the UTC website at www.smu.edu/utc and click **"Register For A Test"**
2. Click **"Students"** in the UTC Portal
3. Sign in using your **SMU ID and password** as you do in my.SMU
4. Select **SMU Student** from the **Please make a selection** drop-down menu.
5. Select **Academic Testing** from the **Choose a test type** drop-down menu and subsequent selections. This process narrows down your test selections.
6. Continue to **Choose the term** drop-down menu and make your selection.
7. Continue to **Select your test's academic department** and make your selection.
8. Your current courses will automatically populate in the **Select the course** drop-down menu. Choose the correct course for your test.
9. Continue on to **Select the professor** for the course you chose for your test.
10. **Select a test** that you want to register for
11. **Choose a date** for your test within the timeframe your professor indicated.
12. **Choose a time** for the testing date you selected.
13. Your name and email address will automatically populate in the **Who is taking the test?** section.
14. Review and agree to the testing policies in the **Test guidelines acknowledgment**
15. Click the **Add to Cart** button.
16. Click the **Complete Registration** button to register for your test. *Your registration is not complete until you have done this step.*
17. After registering, you will receive a **confirmation** on the screen and by email that you have registered.

To Reschedule or Cancel a Testing Appointment

1. Click My Exams in the upper right corner.
2. Click History.
3. From there you can Cancel, Reschedule, View Details of testing appointments and view Receipts.