

## HOW TO REGISTER FOR A COMPASS REMOTE TEST LOCATION NEAR YOU (SSU APPLICANTS OUTSIDE THE SAVANNAH AREA ONLY)

Are you required to take the COMPASS Test? Want to save on the expense of travel to and from Savannah? We can help! Please follow the instructions below to register for a COMPASS remote test registration number and take your COMPASS Test in an area near your home.

**STEP 1:**      **[CHECK YOUR ONLINE APPLICATION STATUS](#)** on the SSU Admission website. If your **status indicates that you must take the COMPASS Test**, go to STEP 2.

If your **status does not** indicate you need the COMPASS you should not continue with the steps below, you should:

- a. Visit the [Office of Admission](#) website to review a list of documents required to complete your application and submit them as soon as possible;
- b. Check your email for any updates from the Office of Admission or
- c. Contact the Office of Admission for more information at 912.358.4338.

**STEP 2:**      **FIND A TEST LOCATION NEAR YOUR HOME.** Go to **[LOCATE A REMOTE COMPASS TEST SITE](#)** on the *ACT COMPASS* website to find an approved site near you. In the **LOCATION** box you must enter the zip code in which you live or the city, state. Then in the **DISTANCE** box, select the 100 mile radius to find a location near you. Click the **SEARCH** button which will reveal a list of locations (use the scroll bar to review all sites listed). *NOTE: For some areas you may need to increase the miles radius to find a location.*

**STEP 3:**      **EMAIL THE SSU TESTING OFFICE IMMEDIATELY ([testing@savannahstate.edu](mailto:testing@savannahstate.edu))** with the remote test site in which you would like to test. **DO NOT CONTACT THE REMOTE SITE UNTIL YOU RECEIVE A TEST REGISTRATION NUMBER FROM THE SSU TESTING OFFICE.**

**STEP 4:**      **CHECK YOUR EMAIL for your test registration confirmation emails.** You will receive an email confirmation (within 2-3 business days) from the SSU Testing Office with your TEST REGISTRATION NUMBER along with helpful skills/test preparation websites and a list of **[COMPASS Frequently Asked Questions \(FAQ\)](#)**. The confirmation email will list the following:

1. Your name and test package needed.
2. The remote test site and contact information for test scheduling.
3. Your test registration number specific to the site selected. *NOTE: If your selected test site is no longer available, the Testing Staff will offer you an alternate test site.*
4. Instructions on how to schedule a *specific test time and date* with the site selected.
5. The non-refundable test fee required for the remote site selected—paid directly to the remote test site.

If you do not receive an email confirmation within 2-3 business days, contact the SSU Testing Office by email [testing@savannahstate.edu](mailto:testing@savannahstate.edu) or by telephone 912.358.4487.

**STEP 5:**      **CONTACT THE REMOTE TEST SITE to schedule a date and time for your test** using the information from the email confirmation received. When calling the remote site, be sure to mention that you are an SSU student needing to schedule a COMPASS test. Have your

test registration number as you may be asked to verify permission to test at the remote site. You may inquire about testing fees and payment options at this time. **You are responsible for any test fees required by the remote site.**

**STEP 6: TAKE YOUR TEST** on the date and time in which you are scheduled. Report at least 10-15 minutes early to ensure you are on time and in the right location. Be sure to have a printed copy of your test registration number. The registration number is important because it will be used to access your test on test day and it will ensure that your test results are reported electronically to Savannah State University.

Don't forget to review the [COMPASS Frequently Asked Questions \(FAQ\)](#) for more information about what to bring on test day, test timing, contents, preparation and other information, prior to your test.

**STEP 7: REVIEW YOUR ONLINE APPLICATION STATUS REGULARLY** for status updates by the Office of Admission. Once a passing score is received it may take 4-5 business days for your application status to be updated by the Office of Admission. If you do not make the minimum passing scores for the COMPASS (see COMPASS FAQ), you may repeat this process or contact the Testing Office to retake the portions in which you did not make the minimum passing scores: Math (Algebra) = 37, Writing=60 and Reading = 74.

If your application status changes to "Offer of Acceptance," please go to the Admissions website and follow the instructions to [ACCEPT YOUR SSU OFFER](#). Once accepted you should complete other enrollment processes as soon as possible (paying your housing deposit, if needed, signing up for New Student Orientation, completing the process to receive financial aid, etc.).

You are on your way to becoming a SSU TIGER. We hope to see you soon!