STUDENT INSTRUCTIONS FOR THE KAPLAN ENTRANCE EXAM AT GULF PARK TESTING CENTER

**Please read the following directions completely before making your testing center reservation for the Kaplan Entrance Exam as there is important information you must receive from the College of Nursing**

1. Go to [https://lec.usm.edu/proctoring/](https://lec.usm.edu/proctoring/) for Gulf Coast Testing Center information—read all instructions and note available testing times and physical location (see below). **Please be advised that availability after 5:00 pm and on weekends varies; confirm in advance if you plan to test during these times.** Registration must be completed ONE WEEK in advance of your desired test date. All Kaplan Entrance Exams taken at the Gulf Park campus must be completed before the College of Nursing’s application deadlines. Please note these requirements when reserving a test date with the proctoring center.

2. On the lec.usm.edu/proctoring page, scroll down to the Choose a Testing Center section, and select the appropriate request form under Gulf Coast Campus (see screen capture below):

   **APPLICATION FOR PROCTORING – USM STUDENT – GULF PARK CAMPUS**

   **APPLICATION FOR PROCTORING – NON-USM STUDENT – GULF PARK CAMPUS**

   On the request form, enter your information under Applicant Information. Under Course Information, enter **Nursing Entrance Exam** for USM Course Prefix, enter **Terry Whittington** for Instructor’s Name, select **No** for MS Virtual Community College Course, and enter **NA** for MSVCC School (see screen capture below):
Complete the remaining required information on the form (test date, time, etc.) and submit.

3. After you have received Gulf Coast Testing Center confirmation email, complete the online USM Admissions Test Request Form located at: [https://forms.usm.edu/nursing/view.php?id=10810](https://forms.usm.edu/nursing/view.php?id=10810)  
   **Be sure to submit your online $50 Kaplan fee payment when completing form.** This Kaplan fee must be paid prior to completing registration.

4. The Hattiesburg campus will confirm all Kaplan registrations with Gulf Coast Testing Center.

5. Students should arrive and take the exam on the day he or she registered. If you do not reside on the Gulf Park campus, please obtain a visitor’s pass for parking.

   Please call 601-266-6024 if you have any questions or concerns.