

# Campus Ordering Process:



1. Campus Counselor or Academic Advisor will advise students on CBEs and review the transcript and application prior to submission.
2. AP/Test Coordinator will submit the completed applications to the DTC here: [CBE Form](#)
3. DTC will order the exams and schedule a brief training with the determined proctor
4. Please see that students get review material in time to study for their exams. <https://www.depts.ttu.edu/k12/cbe/review/>
5. Tests will be shipped to the DTC and notify campus of delivery.
6. Students have six months from the day of enrollment to take their CBE. No extensions, refunds or transfers will be granted. Once a CBE expires, it cannot be taken again without re-enrollment.
7. Upon completion of the exam, the campus will notify the DTC for shipping instructions and grading by TTU Professor (approximately 2-3 weeks turnaround time)
8. Grades will be sent to the DTC. One copy will be sent to the campus, PEIMS, and filed in the DTC Office for Records.