

WTMC Credit by Exam (CBE) Procedure and Form

1. WTMC will provide the student with an authorized number form.
2. Student will take the form to the WCC cashier's window (second floor of SC Building) where a WCC cashier will enter the Credit by Exam charge (CREX-WTMC) on the student account and stamp the form with "Received WCC Cashier and Date".
3. WCC cashier will keep one copy for the A/R Technician to process.
4. Student will contact department representative or department chair to schedule the Credit by Exam.
5. Student will record on the bottom of this form the date, location of the exam and the name of the individual who is proctoring the exam.

CREX: WTMC Credit by Exam Authorization

WTMC agrees to pay cost of Credit by Exam for _____
(student's name)

WTMC/WCC ID# _____

Course Name and description: _____

Term: _____

Number of credits _____ X \$10 = \$ _____

Valid dates: _____ to _____

WTMC Authorization: _____ Date: _____
(WTMC BASE Teacher or Administrator)

WTMC Student Signature: _____ Date: _____

Date CBE completed: _____

CBE location: _____

Name of CBE proctor: _____

WCC Cashier Date Received:

White – WTMC BASE Teacher
Canary – WTMC Student
Pink – WCC Cashier's Office
Green – WCC Representative