

SAT Registration

The **BIG** Idea

- How do I register for the SAT? What do I need to know for test day?

AGENDA

Approx. 45 minutes

- I. Warm Up: Planning Ahead (5 minutes)
- II. SAT Registration (30 minutes)
- III. Test Day the Right Way (5 minutes)
- IV. Wrap Up: Looking Ahead (5 minutes)

MATERIALS

STUDENT HANDBOOK PAGES:

- Student Handbook page 24, Planning Ahead
- Student Handbook page 25, Test Day the Right Way

FACILITATOR PAGES:

- Facilitator Resource 1, SAT Registration Notes (completed with necessary test day information)

Blue and/or black pens

Chart Paper

Laptop and LCD projector

OBJECTIVES

During this lesson, students will:

- Identify tasks to do before Test Day.
- Register for the SAT College Entrance Exam.
- Understand Test Day Procedures.

OVERVIEW

The New York State lottery slogan - “You’ve got to be in it to win it” – can be paraphrased for the SAT College Entrance Exam: “You’ve got to be registered to take it.” Therefore, during this lesson, students will register for the test. You will help the class navigate through the process, identifying what’s required and important to fill out now, and what can be addressed later when students have more time.

Students who have credit card information or a fee waiver #, plus a valid email address, may register online and print out their admission tickets. (Printing can also be done later, at home, once the student has established an online account.) **NOTE: Online registration is the preferred way to sign up for this test.** All other students will fill out paper forms, which must be obtained from the guidance counselor.

Students who brought checks or money orders will put them with their finished paper forms into the SAT registration envelopes (provided with the application), and give them to you to be mailed. Remaining students will take home their finished paper copies to mail along with payment.

PREPARATION

- If possible, arrange to use a classroom with Internet access so you can illustrate the online registration process using your laptop and LCD projector.
- Determine how many students will not be registering online (i.e., students who will bring in checks or money orders, or students who will need to take registration forms home to send in later with payment). Contact the school counselor to obtain SAT registration packets for each of these students. **Note:** Registration packets can also be ordered online and mailed to individual students; or quantities can be ordered by school counselors and mailed to the school. Registration packets CANNOT be downloaded and printed out from the website.
- Obtain your high school code number from the guidance counselor.
- Enlist the help of the guidance counselor, and/or host teacher for this lesson. They can circulate and help students who have questions during the process. If both are able to co-facilitate this lesson, assign one to help students registering online, the other to students filling out paper forms.
- To familiarize yourself with the SAT Online Registration, go online to

www.collegeboard.com/student/testing/sat/reg.html and follow the process to register for the SAT online, so you will be familiar with it. (Check to make sure costs and directions for completing forms are current, as these may change year to year.) Create your own web account – you can use your own name and information or make this up – and continue through the application until the last page, when you will be asked for payment. You can exit at this point.

- Look through an SAT Registration Booklet, and review the instructions, which may change from year to year. Note that each booklet contains an envelope for mailing the registration form. The envelope contains SAT TEST DATE LABELS to affix to the front of the envelope, as well as a registration form. Note that “Required Fields” on the registration form are labeled as such. The SAT Registration Booklet has valuable information about registering, making changes, planning for test day, etc., that you may find useful.
- Purchase stamps for mailing paper forms; one first-class postage stamp is required for each envelope.
- Find out when and where the SAT will be given near your students’ school. This information is available at http://apps.collegeboard.com/cbsearch_code/codeSearchSatTest.jsp.
(**NOTE:** This should be the same information you provided in **Lesson 1, Activity IV: SAT FAQs**). You may want to do several different “city” searches, plugging in the names of neighboring towns. Some locations are very limited in how often they offer the test, whereas other test sites have many more test dates. Jot down the test dates and locations, and code numbers for each test center.
- For each school, make a copy of **Facilitator Resource #1, SAT Registration Notes**, and fill in the following information:
 - Test dates (from website)
 - Locations (from website)
 - Site codes (from website)
 - High school code (from guidance counselor)

Make enough copies of this sheet to give to every student as a handout.

- Be thoughtful about how to address students who are not planning to attend college. The recommendation is that they create an SAT online account and follow the instructions anyway, so they are familiar with the process if they change their minds later.
- List the day’s **BIG IDEA** and activities on the board.
- Make sure all information on Student Handbook page __, Plan of Action is filled out (exception: if students are choosing to leave out credit card and social security information, and fill out later with family members.) **REMINDER: To avoid identity theft or unauthorized purchases, remind student to NEVER share credit card information with anyone.**

BACKGROUND INFORMATION

Filling out registration forms can be daunting for anyone, especially teens. Helping students navigate through this process will help ensure that they sign up for the SAT College Entrance Exam. There are many details that need to be handled correctly, like filling in the appropriate information while registering, remembering to bring your ticket and identification on test day, turning off your cell phone, etc. Hearing the information in advance, and having a checklist to take home, will help.

Students should be urged to establish SAT online accounts, and complete the sign-up online. There are many advantages to having an online account: making changes, adding additional information, sending scores to colleges, etc. **Students who have Internet access at home, but did not bring credit card information to class, can complete all but the credit card information, then add this last piece of the application at home. They can then print out the admission ticket on their own.**

IMPLEMENTATION OPTIONS

If you feel you'll be pressed for time, you can skip **Activity I, Warm Up: Planning Ahead.**

If you find you're out of class time after the registration process, suggest students read **Student Handbook page 25, Test Day the Right Way**, on their own.

If you are able to enlist the help of your host teacher or school counselor, you may want to split the class into two groups, with one adult giving instructions for registering online and one giving instructions for the paper version. **Note: the online and paper forms do not match, so providing instructions to both groups simultaneously will be challenging.**

ACTIVITY STEPS

I. Warm Up: Planning Ahead (5 minutes)

1. [Write “Today: SAT Registration. www.collegeboard.com” on the board, and remind students, as they enter, that you are registering for the SAT in class today. Direct students to the DO NOW, **Student Handbook page 24, Planning Ahead**. Give them 2 minutes to fill in the page.]
2. **SAY SOMETHING LIKE:** As you know, today we’re going to register for the SAT. We’ll also cover some of the basics you need to know in order to be ready for the exam. The practice questions we did last week will help prepare you for the test itself. But there are other details you can take care of in advance to get ready for test day. So let’s take a look at **Student Handbook page 24, Planning Ahead** to see if you agree, or disagree, with Jasmine’s list of “To Do’s.”

[Read aloud the list from **Student Handbook page 24, Planning Ahead**, asking for a show of hands as to who agreed or disagreed to each item. Don’t comment until you reach the end.]

SAY SOMETHING LIKE: The truth is, every one of Jasmine’s concerns is valid, and your “To Do” list should look like hers! Most of the reasons should be self-evident, but if you’re wondering why you should consider, for example, what to wear, it’s not because you should look good that day; you won’t be graded on style. It’s because test centers may not traditionally be open on Saturdays, so the rooms may be colder or hotter than during the week, and you want to be comfortable during testing. So it’s smart to think ahead and be prepared.

II. SAT Registration (30 minutes)

1. **SAY SOMETHING LIKE:** Now we’re going to register for the SAT. We’re doing this together in class so I can help guide you through the process. I will direct you to skip some of the less-important questions now, which you can come back to and fill in when you have more time.

[Hand out the copies you made of **Facilitator Resource 1, SAT Registration Notes**.]

2. **SAY SOMETHING LIKE:** This handout will help you keep track of your registration information. You’ll fill it in as you go along, and bring it home for safekeeping.

By a show of hands, how many of you plan to register online, and have credit card information? [Students respond.]

How many of you plan to register online today, but pay at home, later, with credit card information? [Students respond.]

How many of you brought checks or money order, and plan to register with a mail-in packet? [Students respond. If, at this point, everyone in the class is covered, hand out packets to the mail-in students, and ask the others to log onto the website on the board: www.collegeboard.com. If there are students who haven't answered, remind them they are going to follow the process using the method they prefer.]

You will note that the sections in the online registration are not in the same order as the paper version, so you'll need to listen carefully for the directions for the version you're completing.

[**Note:** Directions for online registration are underlined.]

3. Creating an Online Account

SAY SOMETHING LIKE: For those of you registering online, click on "Register for the SAT", then "Register Now." Click "Sign up" to create a new account. Follow the prompts and answer the questions on this page. Then stop and wait so we can all move forward together. Here are some important reminders for this page:

- In Step 1, put your legal name rather than a nickname. Use **your SAT Registration Notes** to write down the name you use. The computer (or the person granting access on test day) will not know that Susanne and Sue are the same person, so it's important to use exactly the same name every time you log on.
- College counselors will have access to your e-mail address, so make sure it's professional. For example, use your first name followed by your last name, rather than "the diva" or "pretty mama."
- Monthly Student Newsletters and the Official SAT Question of the Day are optional. Check these only if you want to receive them.
- Step 2 allows you to choose a parent (or other adult who's helping you in the college search) to stay in the loop, receiving the same SAT announcements you get.
- After completing Step 3, use your SAT Registration Notes to write down your e-mail address, username, and password so you can log on to this account in the future.

4. Personal Information

SAY SOMETHING LIKE: Students registering by mail, open your Registration Booklet and find the envelope in the middle. It contains your Registration Form. We'll be working on that form right now. Make sure you use a blue or black pen - I have extras for anyone who needs one. Please print clearly, using capital letters. Please fill in section 1, 2, 3, 6, and 7. (Note: we'll return to 4 and 5 in a moment.) Then everyone wait before moving on.

- Online students should continue to the second screen. You'll see "Update Personal Info" at the top. This is already filled in, except for your social security number. Though your social security number isn't required, it's a good idea to fill it in if you have it. There may be other students with names similar to yours, but your social security number links to you and only you.
- Mail-in students should enter their social security number in section 4.
- **SAY SOMETHING LIKE:** Your SAT scores are reported to your high school counselor, so you need to identify your high school. Online students, do this now in the section marked "Your High School."
- Mail-in students will provide the information in section 5. Your high school code is listed on the top of your **SAT Registration Notes** page.
- Online students should enter their addresses and phone numbers at the bottom of the page.
- Mail-in students should enter addresses and phone numbers in section 12. If you'd prefer to receive a copy of your admissions ticket by e-mail, complete your e-mail address in section 15. (Note: sections 13 and 14 are only for students living outside the U.S., so you may skip this section.)

[Walk around and check to see that everyone is following along. The online process is easier than the written version, in part because the program won't let you continue until you've properly completed each section, so you might want to pay more attention to the mail-in students as you circulate. Field questions if students have them. Check to make sure everyone is ready to move on.]

4. Student Profile/SAT Questionnaire:

SAY SOMETHING LIKE: The next section for online students is called Build College Profile. It has a different name on the mail-in registration form; I'll direct mail-in students to it in just a moment.

The My Profile section has several purposes. The first is research; it helps the College Board determine whether the test is "fair and accurate for all students." It also gives

colleges information that will help them guide you in your future plans. If you give permission, your information can be provided to colleges so they can alert you to programs in which you might be interested. This is called the Student Search Service.

- To indicate whether you want to participate in the student search service, check yes or no at the bottom of the page.
- Mail-in students should go to section 8 to answer this question.

The Build College Profile section takes about ten minutes to fill out. Today, we'll complete only the required sections, and you can return later to complete the rest.

Students completing the mail-in form will find similar profile questions listed in section 22 – SAT Questionnaire. Instructions for completing these questions are found on pages 22 - 29 of your registration booklet. (Note that completion of this section is helpful, but not required.) You may begin work on this section while I describe the “required” items to students completing the online form.

Students registering online:

- In the section marked Start by telling us a little about yourself:
choose the race/ethnicity that best describes you
select your parents' highest education levels
select combined family income.

Note: this information will not be shared with schools.

- Under GRADE POINT AVERAGE, select the choice that best describes you.
- Under LANGUAGES, select the language(s) you spoke first and the language(s) you know best.

Save your answers and skip the rest of the Build Profile Info section. You'll need to click “Continue” several times to reach the end of this section. You can return to Build Profile Info and complete additional questions at any time.

5. Terms and Conditions

SAY SOMETHING LIKE: Before you officially register for the test, you need to review the rules and sign off, indicating that you understand them. Online registrants should be on the screen that says SAT Registration. Click the button that says “Begin.” On the next screen, click “Register for a Test.” The next screen shows “Terms and Conditions.” Please read through these, then click “I Agree” to continue.

Mail-in registrants will find rules for taking the test, and information on reporting

scores, throughout the registration booklet. For now, please turn to page 31 and 32, and read through “Test Security and Fairness.” Then turn to section 22 of your registration form, and sign on the bottom line to indicate that you understand and agree to these conditions.

6. Select Test and Center

SAY SOMETHING LIKE: *We’re nearly done. All that remains is choosing a date and place to take the SAT, identifying where you’d like your scores to be sent (if you know), and paying.* [You may wish to write these tasks on the board.]

Check the box that shows you’ll be taking the test in the U.S. Your first choice is whether to sign up for the SAT Reasoning Test or the SAT Subject Tests. You can take one or the other in a single test day, but not both. Today we’ll sign up for the SAT Reasoning Test, so check this box.

Mail-in students, please find section 9, where you’ll fill in the bubble next to the SAT.

7. Disabilities/Fee Waiver

If you are a student with documented disabilities, and you’re requesting testing accommodations, you must register by mail and include a letter of request. This procedure is described on page 6 of the mail-in Registration Booklet.

If you’ve already received an SSD eligibility code, you can enter it on this page and continue online.

If the school counselor has given you a fee waiver code, you should enter it on this page.

Mail-in students will enter their fee waiver code in Box 19, if eligible.

8. Test Date and Location

Next, choose the date when you’d like to take the test.

Mail-in students should do this in section 9, by filling in the circle next to the month in which you want to take the test.

On the next screen, indicate whether or not you want a copy of the questions and your answers mailed to you six to eight weeks following the SAT. This costs an extra \$, so don’t check “yes” without clearing this with your parent or guardian.

Mail-in students will find this option in section 18, under SAT Answer-Reporting Services.

On the next screen, select your first and second choice of test centers for this test.

Mail-in students will find a list of test centers online. Use section 10 to list your top two choices.

9. Score Reports

Online students, continue on to the next screen. If you definitely know you want your scores reported, select schools using the “add” button. This will direct you to a search engine to find the schools’ codes. The first four are free; charges apply after that.

Please note that you do not have to list schools now. If you are planning to take the exam again, you may want to wait. This information can also be added later, for free, until nine days after the Saturday when you take the test, or for a fee after that time.

If you have a fee waiver, it allows you up to four additional free score reports.

Mail-in students should complete sections 11a if they know where they’d like their scores sent, using 11b for additional reports. College codes can be found online.

10. Resources

SAY SOMETHING LIKE: The SAT provides many resources to help you prepare for the test. Since these cost money, please check with your parents before ordering them online. For now, click “Continue.”

Mail-in students will find these options listed in section 17, Publications.

Online students, continue clicking through screens, so you can fill in the correct Test Code Center, based on the information on your handout. Stop when you reach the Review Information Page.

[Wait for everyone to be done filling in information, students should be on the page/screen asking for “Review of Information and Payment.”]

11. Review and Payment

SAY SOMETHING LIKE: Now, please review all your information, and check it carefully. Make sure it matches what you recorded on your handout! **Once you submit your**

registration, you cannot cancel. Though many fees can be transferred to a different date, most are not refundable.

Online students: when you're ready, type your credit card information, check it twice, and then click "submit."

[To avoid identity theft or unauthorized purchases, remind student to NEVER share credit card information with anyone. If students or family members are concerned about these issues, students may complete everything but the credit card information in class, and add this information at home.]

[Judge if your online students have time in class now to print out their admission tickets. If you all share one printer, this may not be possible, and you should advise them to print it out at home, which they can do by accessing their web account. If there is time, however, let them print out their tickets and take them home.]

SAY SOMETHING LIKE: Mail-in students should write the cost for the SAT Reasoning Test in section 20, line C1. Write this number under 21c, Total Test Fees, as well. If no publications or additional services were ordered in sections 17 and 18, this number also goes in the TOTAL box in section 21. Check whether you're paying by credit card, check/money order, or fee waiver. (If you're paying by credit card, use section 16 to record your information.)

Double check your information, and put the registration form in the SAT Registration envelope. Check the correct test date on the front of the envelope where indicated.

[Hand out a first-class stamp to each mail-in student, and have them put it on their envelopes. Collect the envelopes of all students who've completed their registration and enclosed a check payable to "The College Board" for the correct amount. Students who have not completed their forms will mail theirs from home.]

SAY SOMETHING LIKE: Mail-in students, put your SAT Registration Booklet and your **SAT Registration Notes** in a safe place. You can refer to your booklet for information about test day procedures, how to make changes, etc.

Online students, if you printed out tickets, put them with your handout, bring them home, and keep them in a safe place. However, if you do lose a ticket, you can print out a replacement from your web account.

Mail-in students should expect to receive their paper admission tickets no later than 2 weeks before the test. Admission tickets will also be available to all students online, no matter how you registered. Further information about lost or missing tickets, and how to make changes to your registration information, can be found on the SAT website or by calling (866) 756-7346.

For those of you mailing your packets from home, make sure you check the *registration* deadline and send the packet at least a week in advance of that date.

III. Test Day the Right Way (5 minutes)

1. **SAY SOMETHING LIKE:** All right, good work! Put your registration materials in a safe place to take home. Then, turn to **Student Handbook page 25, Test Day the Right Way**. It is a list of test-day suggestions. Let's read through them together.

[Call on students to read each suggestion aloud, if there is time. If not, suggest they read this on their own.]

V. Wrap Up: Looking Ahead (5 minutes)

1. **SAY SOMETHING LIKE:** Congratulations to you all! You are now registered, or close to being registered, for the SAT College Entrance Exam. You are on the right path toward planning your future, and taking a big step toward reaching your goals.

Here are some last minute things to remember:

- If you are mailing your registration from home, or completing your online application at home, do it by the deadline.
- If you filled out a paper application, look for your ticket in the mail. If it doesn't arrive two weeks before the test, call the SAT office telephone number which you'll find online, or in your registration booklet (**Contact #:** (866) 756-7346).
- Online students: log onto the SAT website and finish the application sections we skipped.
- Visit the SAT website to take more practice tests.
- Revisit Jasmine's "To Do" list and start making one of your own.

Okay, today's class is over. But you have things to do! Get going and I'll see you next week!

SAT Registration Notes

MY HIGH SCHOOL CODE # is _____

Upcoming SAT Test Date, Location, Site Code: _____

Upcoming SAT Test Date, Location, Site Code: _____

(circle the date you chose on your registration form)

Registration Deadline for my chosen date: _____

Date I completed registration: _____

My name as spelled on form: _____

My address as spelled on form: _____

Email address used on form: _____

Username for SAT Web Account: _____

Password for SAT Web Account: _____

Additional info needed to complete registration: _____

Deadline for this info: _____

Planning Ahead

Jasmine is an 11th grader who wants to take the SAT College Entrance Exam. She made this list of things she thinks are important to do before test day.

Write “A” if you agree, or “D” if you disagree, in each blank.

1. Go online to the SAT website and read about the test. _____
2. See when the test is offered near my house. _____
3. Sign up! _____
4. Set up a ride to and from the test site. _____
5. Make sure whoever’s driving knows how long it takes to get there (or, do a trial run). _____
6. Decide what to wear. _____
7. Check if I should bring a calculator. If yes, put in new batteries. _____
8. Think about breakfast that day. What will I eat? _____
9. Do practice questions for each SAT test subject. _____
10. Decide what time to leave that morning so I won’t be late. _____
11. Plan how to calm down if I feel stressed during the test. _____

Test Day the Right Way

- Check your ticket for Test Location, and reporting time
- Bring admission ticket with you
- Bring acceptable official photo identification (see SAT website, www.collegeboard.com, for what's ok)
- Bring several sharpened #2 pencils with good erasers
- Bring an acceptable calculator (see SAT website, www.collegeboard.com, for what's ok)
- Make sure calculator works and put in fresh batteries
- Bring a watch so you can pace yourself
- Bring your glasses if you need them
- Bring snacks, which may be eaten during the breaks
- Arrive at the testing center by 7:45am, unless your admission ticket indicates a different time. Testing starts between 8:30am and 9:00am, and ends between 12:30pm and 1:00pm.
- Turn OFF your cell phone and/or pager, or leave it at home. *If it goes off during testing, you will be dismissed and your test will not be scored.*

