

Registration Process for a BYU-FLATS Exam

For PBSC students, approval must be obtained from the Registrar's office prior to registration. You must send an email to graduation@palmbeachstate.edu. After approval is received, follow the directions below.

Log on to the BYU-FLATS website for more information and to begin the registration process.

<https://flats.byu.edu>

1. Complete your personal information, including your PBSC student ID number.
2. Complete the Testing Center information based upon where you will take the exam.

| Lake Worth Campus | Boca Raton Campus | Palm Beach Gardens Campus |
|---|--|--|
| Name: Debra Jackson Department: Testing Center Educational Institution: Palm Beach State College Address: 4200 Congress Ave City, State Zip: Lake Worth, FL 33461 Phone: 561-868-3013 Email: centralproc@palmbeachstate.edu | Name: Dewett Dickson Department: Testing Center Educational Institution: Palm Beach State College Address: 801 Palm Beach State College Dr City, State Zip: Boca Raton, FL 33431 Phone: 561-862-4324 Email: southtesting@palmbeachstate.edu | Name: Diane Cotignola Department: Testing Center Educational Institution: Palm Beach State College Address: 3160 PGA Boulevard City, State Zip: Palm Beach Gardens, FL 33410 Phone: 561-207-5359 Email: northproc@palmbeachstate.edu |

3. You will be asked to provide information on where testing results should be sent.
PBSC students should provide the following information:

Send Additional Results To

Name: Santrel Carries
Department: Registrar's Office
Educational Institution: Palm Beach State College
Address: 4200 Congress Ave.
City, State Zip: Lake Worth, FL 33461
Phone: 561-868-3034
Email: graduation@palmbeachstate.edu

4. Pay the appropriate registration fee to BYU.
5. Once payment is processed you will receive a confirmation email, which will include your **testing password**. Bring the **testing password** with you to the PBSC Testing Center for which you registered to take the exam.
6. **You must complete the registration process and payment at least one day prior to the scheduled exam administration date.**
7. BYU exam receipts are valid for up to 6 months from the registration date; if the test is not taken within 6 months, a new registration payment will be required.
8. Pay the \$15 proctoring fee to Palm Beach State College and have a printed receipt.
9. Exams are administered on a walk-in basis Monday through Thursday. Check the Testing Center schedule for hours. Call prior to coming to verify that your exam is ready.
 - a) **Remember to bring a government issued photo ID, the testing password from BYU FLATS, and the \$15 PBSC receipt to your testing appointment.**