

Biology Merit Exam Pre-registration Procedures

Although we are enclosing Pre-registration materials with this mailing, we request that teachers use the World Wide Web Pre-registration procedures described below if at all possible.

Pre-registration on the Web involves the following 4 steps:

- 1) Pre-registering the school
- 2) Pre-registering the students
- 3) Modifying student information if necessary
(Changes may be made until the pre-registration deadline)
- 4) Mailing all applicable fees by the deadline

To register on the Web go to:

<http://biology.clemson.edu/bme/>

Click on the “School Registration” link. Here you will enter information on the sponsoring teacher and the school. After the form is submitted, you will receive a USERID, PASSWORD and SCHOOL CODE by whatever method (e-mail, telephone, postal mail) you specify on the form. After you receive the userid, password and school code you may go back to the pre-registration page to enter your students by clicking on the “Student Registration” link. Instructions for entering students, modifying or deleting student records are on the appropriate Web pages. Call (864) 656-2416/2417 or e-mail ragrc@clemson.edu if you need assistance.