

## Schedule of Classes Update

February was a busy month here at Room and Course Scheduling, and the fruits of our labor are now coming forth! We would like to thank the many department representatives who have been working with us to create the Schedule of Classes for Summer and Fall 2008.



The Schedule of Classes for Pre-session, Summer I and Summer II went live Monday, February 25th. We have processed all of the requests for course adds, changes and cancels that were submitted before the deadline on September 28th, 2007, and we are now working

on any requests that came in after that deadline. If you haven't already, now is a good time to take a look at your department's course offerings to make sure everything is correct. If you are missing a course, or the information for a course is incorrect, and you have not yet submitted an online Add or Change form, now is a good time to do so.



Department representatives should have received an email on the morning of Thursday, March 6th announcing that we have uploaded the schedule for Fall 2008 to SIS. We ask you to please look over your department's course offerings on SIS to make sure everything is correct. The Schedule

of Classes will be made available to students starting on Wednesday, March 12th, so if there are any corrections to be made, this week is the time to make them! Thank you again for all of your help in this process.

## RCS Feedback Meeting

In an effort to make the room request process easier for you and more efficient for us, we are working on revamping our online forms.

We will be holding a meeting to discuss the changes we will be making to the

forms on Monday, March 10th in PSYCH 305 at 2pm.

Please come and share any concerns or input you as department representatives may have regarding the online forms.

Feedback Meeting  
Monday, March 10th  
Psychology 305 - 2pm

### RCS STAFF:

- Fernando Chavez*—  
Assistant Registrar, Courses and Scheduling
- Richard Mathews*—  
Office Automation Specialist, Sr.
- Marilyn Nichols*—  
Office Specialist, Sr.
- Christina Klinger*—  
Office Specialist, Sr.
- Abigail Sorg*—  
Office Specialist, Sr.

### STAFF ASSISTANTS:

- Jasmine Cheatham*
- Erin Daly*
- Gisell Espinoza*
- Mary Garcia*
- Estrella Guillen*
- Kara Higa*
- Amber Hruska*
- Arthea Hummingbird*
- Margeaux Krieger*
- Keri Ossanna*
- Ashley Rigas*
- Arlene Rodriguez*
- Danielle Rodriguez*
- Chris Ryan*
- Denielle Swartz*
- Melissa Watkins*

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# Where Is My Final? -A Guide to the Final Exam Schedule

The Segment 1 time and location of a course will always dictate the final exam schedule UNLESS:

- The course takes part in a Common Final Examination whose time and location have been collaboratively pre-determined by the academic department and Room and Course Scheduling. A list of these courses can be found on p.3.
- Room and Course has specifically contacted the course's department to reschedule the time and location of the course's final examination due to a conflict of scheduling. It is important that the department notifies the professors who in turn should notify the students of any changes in their final exam scheduling times.

If neither of the above exceptions apply to a particular course, the final exam for that course will take place in the Segment 1 meeting location. The time and day for a final exam is dependent on the Segment 1 meeting time, which is sorted according to a final exam schedule posted online. To determine a course's final exam time and day for Spring 2008 follow these steps:

1. Go to <http://www.registrar.arizona.edu/schedules/finals.htm>
2. Click on Spring 2008
3. Depending on the course meeting days select the appropriate link:
  - If a course meets **Tuesdays AND Thursdays** OR **Tuesdays only** OR **Thursdays only**, then select the "Tuesday and Thursday" link.
  - For **ALL other meeting times**, select the "Monday, Wednesday, Friday or Daily" link. This link incorporates unusual course meeting days (i.e. MTWR, WTR, MWRF, etc). To find the final exam schedule for a course with unusual meeting days of this kind, treat it as a MWF course, unless its specific meeting pattern is listed (i.e. Monday and Wednesday, Monday only, etc.).

For example, to find the final exam time for a course meeting MTRF at 11:00am, use the [Monday, Wednesday, Friday or DAILY](#) link, because the course has meeting times that are not TR, T only, or R only.

**Spring 2008 Final Examination Schedule**

**Exam Period: 05/09/2008 - 05/16/2008**

Read the [Final Examination Regulations and Information](#) page

- For classes scheduled **Monday, Wednesday, Friday or DAILY**
- For classes scheduled [Tuesday and Thursday](#)
- [Common Final Examination schedule](#) for the following courses:

This schedule will dictate the date and time of the final exam. Find the appropriate time slot for the course and the corresponding fields will give the specifics of the final exam day, time, and date.

Read the [Final Examination Regulations and Information](#) page.

Class Time	Class Days (when exception from meeting pattern listed above)	Day of Final Exam	Date of Final Exam	Time of Final Exam
6:00 a.m.				8:00 - 10:00 a.m.
6:00 a.m.	Wednesday only			8:00 - 10:00 a.m.
7:00 a.m.				8:00 - 10:00 a.m.
7:00 a.m.	Monday and Wednesday			8:00 - 10:00 a.m.
7:00 a.m.	Friday only			8:00 - 10:00 a.m.
8:00 a.m.				8:00 - 10:00 a.m.
9:00 a.m.		Friday	May 16, 2008	8:00 - 10:00 a.m.
10:00 a.m.		Friday	May 9, 2008	11:00 a.m - 1:00 p.m.
<b>11:00 a.m.</b>		<b>Monday</b>	<b>May 12, 2008</b>	<b>11:00 a.m - 1:00 p.m.</b>
12:00 noon		Wednesday	May 14, 2008	11:00 a.m - 1:00 p.m.
1:00 p.m.		Friday	May 16, 2008	11:00 a.m - 1:00 p.m.
2:00 p.m.		Friday	May 9, 2008	2:00 - 4:00 p.m.

Continuing with our example of a MTRF course which meets at 11:00am, use the class time to determine the final exam date and time. Because MTRF is not listed as an exception in the second column, the exam will be held at the usual time for courses meeting MWF at 11:00am.

## Spring 2008 Courses with Common Final Exams:

- CHEM 103A, 103B
- CHN 101, 102
- ENGL 100-109
- FREN 101, 102, 201, 202
- GER 101, 102
- ITAL 101, 102
- JPN 101, 102
- MATH 109, 110, 112, 120R, 129
- MATH 111, 124, 125, 223
- MATH 115A, 115B
- PHYS 102
- SPAN 101, 102, 201, 202, 251, 325, 330



## Just a Reminder

When submitting online Course Add, Change or Cancel forms, use the last name **ONLY** of the instructor for the course (eg. Smith). The only exception to this rule is if two instructors have the same last name, in which case the last name and first initial may be used (eg. Jones A).

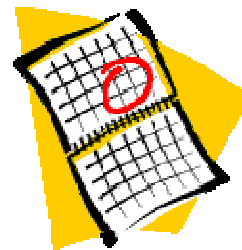
If you do not yet know who will be teaching the course, simply leave the Instructor field blank. Please do not submit forms with TBA or Staff in the Instructor field. Thank you for following this policy– it helps us keep course information clear and accurate.

## Screen 131 Training

Do you need training or a refresher course on SIS Screen 131?

Join us for one of our upcoming training sessions!

Friday March 28th at 10:00am



Call RCS at 621-3313 to RSVP for a training session.

University of Arizona

Room and Course Scheduling

Modern Languages 347

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