

RCS CHRONICLES

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Spring 2009 Final Exams

This week marks the beginning of the Final Exams period, starting on Friday May 8 and ending on Friday May 15. During final exams, Room and Course Scheduling will be open for extended hours, from 7:30am to 5:30pm, to ensure timely processing of requests, and to assist with any scheduling emergencies that may arise.

FINAL EXAM SCHEDULE AND COMMON FINALS

Instructors of all courses should adhere to the official Final Exam Schedule that is posted on the UA website, with the exception of courses with approved common final exams. A list of these courses can be found with the Final Exam Schedule, at <http://www.registrar.arizona.edu/schedule09/exams/09/exams.htm>. Please remind instructors and students that the date and time of their finals can be found using the segment I meeting pattern (the first meeting pattern listed in the schedule of classes). This means that for most courses with a large combined lecture and several discussion sections, the final would be scheduled based on the room and meeting pattern of the lecture, not the discussion section. A detailed explanation of how to read the Final Exam Schedule is listed on page 3.

EVENTS DURING FINAL EXAMS WEEK

When requesting events during the week of final exams (May 8-15), please remember that reservations must fall within the finals schedule. Events may be scheduled in the following blocks of up to two hours, and an hour must be left open as a passing period between each two-hour block.

- 8:00 am - 10:00 am
- 11:00 am - 1:00 pm
- 2:00 pm - 4:00 pm
- 5:00 pm - 7:00 pm
- 8:00 pm - 10:00pm

Please keep in mind that the final exams week is very busy for students and departments alike; only schedule events for this week that are necessary for your students or faculty to attend.

DATES TO REMEMBER

- May 8 -May 15..... Final Exams
- May 18 - June 6..... Pre Session
- May 25..... University Holiday; no classes
- June 8 - July 9..... Summer Session I
- July 3..... University Holiday; no classes
- July 13 - August 12..... Summer Session II

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Dear Abbie

Dear Abbie,

Why are you so picky about what I put in my Comments for the Schedule of Classes? It seems like no matter what I do, you ask me to revise everything I submit before you'll put it up on the web!

- Frustrated

Dear Frustrated,

It's time for an allegory!

Once upon a time there was a soda machine at a gas station. The soda machine's slot was large enough for quarters to fit through, but its insides were built to take nickels and dimes only. People stopping at the gas station on their way through town didn't know about this machine's quirks, and would often be disappointed when they put in a few quarters and didn't get a soda. The owner of the gas station put the machine behind the counter so that his customers would need to go through him to buy their soda. When someone gave him a quarter he would return it and ask them to give him the necessary amount in nickels and dimes. This way he helped everyone save their quar-

ters from being eaten by the machine, and everyone got their soda faster than if they had tried to figure out the machine by themselves.

Now, what does this story have to do with Comments? A lot! I know it's probably annoying to be told over and over again that your Comments need to be reformatted, but it really isn't just some vendetta RCS has against department representatives. The fact is that when we receive Comments, we feed them directly into a large database that then runs the Comments through the system, checking against the data in SIS. For each Comment, the Context column tells the system where and how the Comment should appear, while the Course ID and Section columns tells the system which course and/or section to attach the Comment to. The identifying information in the Comment column is checked against the Context, Course ID and Section fields to be sure that the associated text is going to the right place.

If what is written in any of the fields does not fit the logic of

SIS, or the Comment-specific formatting explained in the Online Instructions, the system will not be able to place it on the Schedule of Classes. The Comment will remain in the database as dead information, like a link to a website that doesn't exist. Just like the owner of the gas station, we want to help save your time and effort, and get the results you're looking for as quickly as possible. This means helping you understand what needs to be reformatted before the weekly update, so that you have a chance to get the information submitted correctly, without having to wait for a week after discovering that the Comment didn't post.

With all writing, you need to remember who your audience is. In the case of typing Comments, your audience is a computer; you therefore need to write in a way that the computer will understand (even if it makes little sense to a human).

If you find that you are often asked to resubmit for formatting reasons, try filling out your Comments with a copy of the [Quick Reference](#) sheet in front of you to help remind you of the correct formatting.

-Abbie

Have a question for Room and Course Scheduling? Email it to rcschedule@listserv.arizona.edu with the heading "Dear Abbie" to see the answer in an upcoming issue of the RCS Chronicles.

Screen 131 Training

Need training or a refresher on SIS screen 131? Join us for a training session !



If you are interested in attending a training session, your department head should send an email requesting training for you to rcschedule@listserv.arizona.edu. We will then contact you to schedule a session with you.

All sessions are held in the RCS Office in Modern Languages 347.

Where is my Final? -a guide to the Final Exam Schedule

The Segment I 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.
- 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 I meeting location. The time and day for a final exam is dependent on the Segment I 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 2009 follow these steps:

1. Go to <http://www.registrar.arizona.edu/schedules/finals.htm>
2. Click on Spring 2009
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 list 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 regular 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.

Schedule of Classes

Class offerings Registration Information Dates & Deadlines **Final Exams** Course Query Wizard Catalog

Exam Period: 5/8/2009 - 5/15/2009

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:
 - ACCT 200, 210
 - CHEM 151, 152

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.

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.		Wednesday	May 13, 2009	8:00 - 10:00 a.m.
9:00 a.m.		Friday	May 15, 2009	8:00 - 10:00 a.m.
10:00 a.m.		Wednesday	May 13, 2009	11:00 a.m - 1:00 p.m.
11:00 a.m.		Friday	May 8, 2009	11:00 a.m - 1:00 p.m.
12:00 noon		Friday	May 15, 2009	11:00 a.m - 1:00 p.m.
1:00 p.m.		Monday	May 11, 2009	11:00 a.m - 1:00 p.m.
2:00 p.m.		Friday	May 8, 2009	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.