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Spring 2014 Final Exams

Final Exam week is only a few weeks away and Room and Course Scheduling has been working hard to prepare for this important week. We have scheduled common final exams and have resolved room conflicts. Last week we began scheduling event requests for events taking place during Final Exam week. When submitting event requests for Final Exam week please keep in mind that event start and end times should be confined within one of the approved Final Exam time periods. We cannot guarantee rooms will be available during the 30 minute passing periods as this is the time when any necessary maintenance in the rooms will take place. The official Final Exam time periods are 8:00am – 10:00am, 10:30am – 12:30pm, 1:00pm – 3:00pm, 3:30pm – 5:30pm, 6:00pm – 8:00pm and 8:30pm – 10:30pm.

If an instructor wishes to schedule an alternate final exam time, it can be scheduled but the exam must still be offered during the regularly scheduled time. To view the Spring 2014 Final Exam schedule you can go to <http://registrar.arizona.edu/schedule2141/exams/2141exams.htm>. If there are any questions about when or where the final exam for a section will be held, do not hesitate to contact our office for clarification.



Office Hours During Finals

Finals week can be a busy and stressful period so to ease some of this stress our office will be open earlier and remain open longer. From May 9th, 2014 to May 15th, 2014 our office will be open from 7:30am to 6:00pm (excluding weekends). Please don't hesitate to call us with any questions or concerns you may have.

Spring 2015



From April 21, 2014 to June 15, 2014 Department Representatives have open access to update the Spring 2015 Schedule of Classes in UAccess Student. During this time department representatives should delete any sections that will not be offered, make any necessary changes to sections that rolled from last Spring semester, and add any new sections that will be offered. When cancelling, updating or adding any cross-listed courses for which you are the home department, please be sure to also make the same changes to all secondary departments for that course. As the home department, you are responsible for the secondary sections of your course.

The end of the Open Scheduling period is also the due date for other important information: Common Final Exam requests, Class Permission Number Opt In/Opt Out requests, Room Grids and Expedited Course Modification forms are all due by **June 13th at 5pm**. If you have any sections meeting together that are both cross-listed and co-convened that need to be in two separate combinations, or if you have any courses with components which should be optional for students, please send that information to RCS via an email to rcschedule@list.arizona.edu. You may also submit component unit templates at this time.

- [Common Final Exam Request Form](#)
- [Class Permissions Opt-In Form](#)
- [Component Unit Assignment Template](#)
- [Expedited Course Modification Form](#)

Important Dates

4/21/2014-6/15/2014: Open Scheduling access for 2151

4/30/2014: 2151 Open Scheduling training in M LNG 413 from 2:30pm-3:30pm

5/2/2014: 2151 Open Scheduling training in M LNG 413 from 10:30am-11:30am

5/19/2014: Summer Pre-Session begins

6/9/2014: Summer 5W1 Session begins

6/12/2014: 2151 Open Labs in ILC 125 from 3:00pm-5:00pm

6/13/2014: 2151 Open Labs in ILC 125 from 9:00am-11:00am

6/13/2014 by 5pm: Common Final Exam Request Forms, Room Grids for priority scheduling, Class Permission Numbers, Opt In/Out request forms, and Expedited Course Modification Forms for the Course Catalog are all due.

7/14/2014: Summer 5W2 Session begins

Auto-Enroll from Waitlist Reminder

If the “Auto Enroll from Wait List” box located on the Enrollment Control tab is checked, students on the waitlist for the section will be automatically enrolled into the section when seats become available. If your department would like to continue manually maintaining how students on the waitlist are added to the section, you will need to do two things:

1. Un-check the “Auto Enroll from Wait List” check box.
2. Set the section’s enrollment capacity at a number that is much lower than the actual enrollment once the enrollment capacity has been met. This will maintain the “Closed” status of the class when students drop, allowing you to enroll students without the class status changing to “Open” (allowing students to enroll on their own). You will want to keep an internal record of what the enrollment capacity should be so that you avoid any over-enrollment issues and so you can change the enrollment capacity back to the correct number after enrollment has ended and the semester is underway.

Room & Course Scheduling

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