

TO: All Faculty

FROM: Robert K. Drobish
Scheduling Officer

RE: FALL 2009 FINAL EXAM SCHEDULE

DATE: 11/02/09

Attached please find a copy of the FALL 2009 Final Exam Schedule. Please follow the directions below to ensure that you know when and where your exam is scheduled and relay this information to your class.

1. First refer to the “**Unusual Times and Meeting Places**” list to see if any of your classes are listed.
2. Next refer to the GRID titled “**FALL 2009 FINAL EXAM SCHEDULE**”. Locate the **ordinary STARTING TIME** of your regularly scheduled class. (For example: *a class with a start time of 11:10 on MWF would hold its exam on Wednesday 12/16 from 10:15am – 12:15pm*)
3. All classes will hold exams in their *regularly scheduled rooms* unless otherwise noted. Any classes that include a LAB should use the **LECTURE TIME and LOCATION** to determine when and where their exam is to be held.
4. Departmental Exams are scheduled at special time periods as indicated on the enclosed schedule (CHE 120, MAT 095, MAT 100, MAT 101, and MAT 102). Rooms for Departmental Exams will be assigned in consultation with Department Chairs.
5. If for any reason you are confused about your assigned Exam Period or location please contact us as soon as possible. Likewise if you must arrange to offer your exam in a space other than the one you are currently assigned please contact me at x25310 or Alyson Fedak at x25322 immediately.

Best of luck! Happy Holidays!