

TO: All Faculty

FROM: Robert K. Drobish  
Scheduling Officer

RE: Spring 2019 Detailed FINAL EXAM SCHEDULE

DATE: 04/17/19

Please follow the directions below to ensure that you know when and where your exam is scheduled.

1. First refer to the [“Spring 2019 Unusual Times and Meeting Places”](#) list to see if any of your classes are listed. This includes **Nursing Department HESI Exams** (NUR 352, NUR 353, NUR 354, NUR 430, NUR 431, NUR 442, and NUR 443) and **ENG 307** sections
2. Next refer to the GRID titled [“Spring 2019 Final Exam Grid”](#). Locate the **ordinary STARTING TIME** of your regularly scheduled class.  
(e.g: *a class with a start time of 11:10 on MWF would hold its exam on Wednesday 05/15 from 10:15am – 12:15pm*)  
**NOTE: Hybrid courses meeting on campus for exams may have different slots than their normal start time.**
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. If for any reason you need clarification regarding your exam time or location or if you must arrange to offer your exam in a space other than the one you are currently assigned, please contact [me at x25310](#) asap.