



Office of the Registrar

Room and Course Scheduling

Common Final Request for Centrally Scheduled Classrooms (CSC)

Fall Deadline: Dec 1st*

Spring Deadline: July 1st*

*If the deadline falls on a weekend/holiday, then the deadline will be the following Monday.

HOW TO SUBMIT THIS FORM:

To request common finals, please have your Department's Scheduler complete the Priority Scheduling Request application. This form will require your Department Head's and College Dean's signatures. Please e-mail the completed form to rcshelp@email.arizona.edu on or before the deadline. The application will be reviewed by the Room and Course Scheduling Committee. You will be notified whether your request is approved by August 1 for Spring and January 1 for Fall. If the notification date falls on a weekend/holiday, then we will notify you on the following Monday.

WHO CAN USE THIS FORM?

Any Department which meets the criteria below may use this form to opt in the Common Final Exam process. If approved, common scheduling ensures a class a final exam time and day which is not assigned any other final exams. This application is not a replacement for Open Scheduling, but a supplementary tool to the information supplied in the Schedule of Classes in UAccess.

CRITERIA:

The course has four or more in-person sections **AND** over 200 students enrolled in its in-persons sections.

COMMON FINAL EXAM APPLICATION

Fill out the contact information.

Term:

Department:	
Contact Name:	E-mail:

Step 1: If you meet CRITERIA 1 OR CRITERIA 2, please fill out the information below and attach a room grid or grids with supporting documentation.

Classes	Comments (Optional)

Step 2: Please review the application with your Open Scheduling submissions in UAccess, get it signed by your Department Head that the information is correct before moving to Step 3.

Dept Head Name:		E-mail:	
Dept Head Signature*:		Date:	

Step 3: Please review the application with your Open Scheduling submissions in UAccess, get it signed by your College Dean for support and that the information is correct. Email the completed application to rcshelp@email.arizona.edu on or before the deadline.

Dean Head Name:		E-mail:	
Dean Head Signature*:		Date:	

*We also accept electronic signatures or approval by email.