Room and Course Scheduling

Common Final Request for Centrally Scheduled Classrooms (CSC)

Fall Deadline: December 1*

Spring Deadline: July 1*

*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@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 <u>four or more in-person sections</u> **OR** <u>over 200 students enrolled</u> in its in-persons sections.

COMMON FINAL EXAM APPLICATION

Fill out the contact information

Term: _____

Department: _____

Contact name: _____

Step 1: If you meet CRITERA 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.

Department Head name: _____

Department Head signature: _____

Department Head signature date: _____

Department head email: _____

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@arizona.edu** on or before the deadline.

Dean Head name: _____

Dean Head signature: _____

Dean Head signature date: _____

Dean Head email: _____

*We also accept electronic signatures or approval by email.