

**SCHEDULING OF FINAL EXAMS FOR 75 MINUTE CLASSES**

Registrar's Office - Valparaiso University

**FALL 2009**

We frequently receive questions regarding how the 75-minute classes fit into the final examination schedule template found on page 4 of the Fall Schedule of Classes which only lists the beginning time for 50-minute periods.

Because of the potential for overlapping times and therefore room conflicts, we have developed the following guidelines for 75-minute classes to ensure that two classes will not be meeting in the same room at the same time for final examinations.

Use the beginning time of your class to determine into which 50-minute period your class falls and find the corresponding final exam date and time.

Do not use the ending time of your class or the period which covers most of your class time, since in some cases there are potential conflicts.

This will work for 75-minute classes that are offered on either day sequence, Tuesday-Thursday or some combination of Monday-Wednesday-Friday.

For example, using information from page 4 of the Fall Semester Schedule of Classes, the following final exam times would be assigned:

<u>Actual class time</u>	<u>50-minute class hour</u>	<u>Final exam time</u>		
TR 8:15-9:30	8:00	8:00-10:00	Fri.	Dec. 18
TR 9:45-11:00	9:05	8:00-10:00	Tues.	Dec. 15
TR 11:50-1:05	11:50	10:30-12:30	Thurs.	Dec. 17
TR 1:20-2:35	12:55	1:00-3:00	Wed.	Dec. 16
TR 2:50-4:05	2:00	1:00-3:00	Mon.	Dec. 14

If you have any questions, please call the Registrar's Office for clarification (5212)

Ann Trost  
University Registrar