OVERVIEW

Final Exam field appears on the Meetings tab for courses listed in the Undergraduate and Graduate academic careers. It is used to alert the University Registrar's office if the instructor or department wishes to utilize the standard final exam period at the end of the fall and spring semesters. The field defaults to the value entered on the course catalog or from the value entered for the class section when it was scheduled in the previous like-term. If it is determined that the class should have a final exam during the standard final exam schedule, then the value in the Final Exam field must display Yes.

It is preferred that final exams be indicated at the time that the course is scheduled, allowing the Office of the University Registrar to schedule a final exam time for the class. If, at the time of scheduling, the status of the final exam has not been decided, then it is best to select Yes in the Final Exam field. Exam periods that are not utilized can be deleted by the University Registrar if that decision is made.

The Final Exam field should only be set to Yes for courses that have in-class final exams. Research courses, such as 651, 701, and the 400T, 500T, 600T series, should have the Final Exam field set to "No" as these courses don't have final exams. If there is a final exam but the final exam period is not utilized to administer it, then the Final Exam field should still display No.

When the Final Exam field is set to "Yes," a final exam will only be scheduled if the course falls into the university's final exam grid (https://case.edu/registrar/dates-deadlines/final-exam-schedule). Final exams may be scheduled for courses outside the grid by emailing courses@case.edu.

The final exam flag does not appear anywhere that students can see it and is used solely for the scheduling of final exams.

Once created, the scheduled exam will populate the Exam tab of the class section with the exam time and location. The exam will appear in Class Search so that students will be aware of the exam day, time, and location at the time that they register for the class. Once registered, students will be able to see the scheduled exam information in their Student Homes. Instructors can also see their exam information in the Exam Schedule portion of their Faculty Homes.

If an exam time must be added during the normal term (e.g., mid-semester exam), and outside of the standard meeting time, then a separate topic applies. Please see the topic called *Create an Exam Outside Regular Meeting Pattern* for directions.

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Use the directions in this topic to indicate that a class section is utilizing a standard final exam period.

Note: Begin by logging into the SIS at case.edu/sis with your CWRU Network ID and password.

1. From the NavBar, select Navigator > Curriculum Management > Schedule of Classes > **Maintain Schedule of Classes**.

   The **Maintain Schedule of Classes** search screen appears.

2. Click **Look up Academic Institution** and select CASE1.

3. Click **Look up Term** and select the appropriate term from the list.

4. Click **Search**.

5. All courses owned by your department and scheduled during the chosen term appear in the search results. Select the appropriate class.

6. The **Basic Data** tab appears. Click the **Meetings** tab.

   Before making changes, please make sure that the correct class section is displayed in the **Class Section** field. If necessary, use the arrow buttons at the top of the box to locate the correct section.

7. Click the **Final Exam** list.

   The Final Exam field should only be set to Yes for courses that have final exams. Research courses, such as 651, 701, and the 400T, 500T, 600T series, should not have the Final Exam field set to Yes as these courses don't have final exams.

   When the Final Exam field is set to Yes, a final exam will only be scheduled if the course falls into the university's final exam grid (https://case.edu/registrar/dates-deadlines/final-exam-schedule). Final exams may be scheduled for courses outside the grid by emailing courses@case.edu.

   The final exam flag does not appear anywhere that students can see it and is used solely for scheduling the final exams.

8. Select **Yes** from the list.

9. Click **Save**.

This completes the process of indicating a final exam for a class section.

Refer to the remaining job aids in this section to assist with additional edits to the schedule of classes.