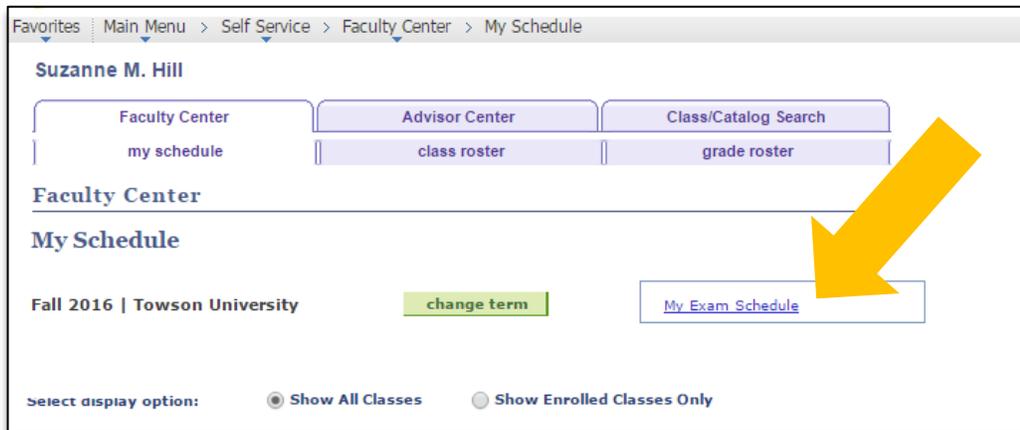


# PEOPLESOFT ONLINE SERVICES

## USING THE FACULTY CENTER: The Final Exam Schedule

- + Go to your **Faculty Center**.
- + In the middle of the page you will see a link to **My Exam Schedule**.
- + Click on **The Exam Schedule** link. (It's not precisely YOUR exam schedule. It is the university-wide Final Exam schedule.)



+ Here is the Spring 2019 Final Exam Schedule matrix:

EXAM HOURS	MAY 15 (WEDNESDAY)	MAY 16 (THURSDAY)	MAY 17 (FRIDAY)	MAY 20 (MONDAY)	MAY 21 (TUESDAY)
8-10 a.m.	MWF 10-10:50 a.m.	T/Th 8-9:15 a.m.	MWF 9-9:50 a.m.	MWF 8-8:50 a.m.	T/Th 9:30-10:45 a.m.
10:15 a.m.-12:15 p.m.	FREE	T/Th 11 a.m.-12:15 p.m.	FREE	MWF 12-12:50 P.M.	FREE
12:30-2:30 p.m.	MWF 11-11:50 a.m.	FREE	MWF 1-1:50 p.m.	FREE	T/Th 12:30-1:45 p.m.
3-5 p.m.	MW 2-3:15 p.m.	T/Th 3:30-4:45 p.m.	F 2-4:45 p.m.	MW 3:30-4:45 p.m.	T/Th 2-3:15 p.m.

**5:15-7:15 p.m.** - Classes with a start time between 4-5:30 p.m. meet on their regularly scheduled evening at 5:15 p.m.

**7:30-9:30 p.m.** - Classes with a start time of 6 p.m. or later meet on their regularly scheduled evening at 7:30 p.m.

+ Final Exam week begins after the last day of classes.

- Spring 2019 the last day of classes is Tuesday, May 14.
- Final Exam week runs from Wednesday, May 15, to Tuesday, May 21.

+ Saturday classes hold their final exam Saturday, May 18, at their regularly scheduled time in their regularly-assigned room.

+ To determine the day and time of your final exam, look on the schedule for the day/time that your class regularly meets. For example, if your class regularly meets **T/Th 8:00-9:15 am**, then your final exam will be held Thursday, May 16, at 8:00-10:00am in your regular classroom.

EXAM HOURS	MAY 15 (WEDNESDAY)	MAY 16 (THURSDAY)	MAY 17 (FRIDAY)	MAY 20 (MONDAY)	MAY 21 (TUESDAY)
8-10 a.m.	MWF 10-10:50 a.m.	T/Th 8-9:15 a.m.	MWF 9-9:50 a.m.	MWF 8-8:50 a.m.	T/Th 9:30-10:45 a.m.

+ If your class regularly meets **MWF 11:00-11:50 am**, your final exam will be held Wednesday, May 15, at 12:30-2:30 pm in your regular classroom.

12:30-2:30 p.m.	MWF 11-11:50 a.m.	FREE	Rectangular Snip MWF 1-1:50 p.m.	FREE	T/Th 12:30-1:45 p.m.
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+ If your class regularly meets **MW 3:30-4:45 pm**, your final exam will be held Monday, May 20, at 3:00-5:00pm in your regular classroom.

3-5 p.m.	MW 2-3:15 p.m.	T/Th 3:30-4:45 p.m.	F 2-4:45 p.m.	MW 3:30-4:45 p.m.	T/Th 2-3:15 p.m.
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+ Evening classes follow the final exam schedule too.

+ Classes with a start time from 4:00pm to 5:30pm hold their final exam at 5:15-7:15pm on their regularly-scheduled day in their regularly-scheduled classroom.

+ Classes with a start time 6:00pm or later hold their final exam at 7:30-9:30pm on their regularly - scheduled day in their regularly-scheduled classroom.

**5:15-7:15 p.m.** - Classes with a start time between 4 - 5:30 p.m. meet on their regularly scheduled evening at 5:15 p.m.

**7:30-9:30 p.m.** - Classes with a start time of 6 p.m. or later meet on their regularly scheduled evening at 7:30 p.m.

+ Following this final exam schedule will avoid room conflicts.

## Off-Matrix Classes

If you cannot find your class meeting pattern on the Final Exam Schedule, your class is considered “off-matrix.” In this case, follow the guidelines on the Final Exam Schedule to determine when you will hold your final exam.

### OFF MATRIX

Classes scheduled “off matrix” are to hold final exams according to the regularly scheduled meeting times they fall within, based on start time.

*For example, classes scheduled on Tuesday or Thursday with a start time of 1 p.m. fall within the regularly scheduled time of 12:30-1:45 p.m. Exams for these classes are to follow the exam schedule of classes scheduled T/Th 12:30-1:45 p.m.*

*Similarly, a class that meets one day a week, such as Friday with a start time of 8 a.m., would follow the schedule for MWF 8-8:50 a.m.*

For example, a class may meet one day a week on **Tuesdays at 9:00-11:30 am**.

In this case, the instructions state that the class would hold its final exam according to the regularly scheduled times that it falls within.

This class – with start time of 9:00am – falls within the TR 8:00-9:15am timeframe and would hold its final exam on Thursday, May 16, at 8:00-10:00am in its regular classroom.

There could also be a class that regularly meets “off-matrix” on **Thursdays** at 9:00-11:30am.

It could also meet in the same classroom as the Tuesday off-matrix class.

Since its start time falls within the TR 8:00-9:15am timeframe, this class would ALSO hold its final exam on Thursday, May 16, at 8:00-10:00am.

If both the Tuesday and the Thursday “off-matrix” class hold their final exams at this same time in the same classroom there would be a conflict. One of the classes will need the Registrar’s Office to find an alternate room for its final exam. Contact your department administrative assistant for help getting a classroom.

**Please note the FREE time slots which are to be used only for university emergencies such as inclement weather.**

## Questions?

For questions about your **NetID**, your **class schedule**, or your off-matrix class which might be creating a conflict during Final Exam week, contact the Administrative Assistant from your Academic Department.

For questions about your Towson University **account**, **logging in**, or **re-setting** your password contact the Office of Technology Services [OTS] Help Center at 410-704-5151. Or you can submit an **online request** at the Faculty Staff Help Center webpage to the **TechHelp Client Portal** -

<https://techhelp.towson.edu/helpdesk/WebObjects/Helpdesk.woa>

For any questions regarding **university academic policies**, please consult your Faculty Handbook:

<https://www.towson.edu/provost/academicresources/handbook.html>

