



**Syracuse University
Office of the Registrar**

To: College/Department Administrators
From: Meg Cortese, Assistant Registrar Academic Services mfcortes@syr.edu
Date: February 14, 2017
Re: Spring 2017 Final Examination Schedule

Please distribute copies of this letter and the spring 2017 final exam schedule found on the [Registrar's website](#) to your faculty members.

- **If you teach an evening MC or UC course with a start time 6:30 or later**, your exam would be on the same day of the week starting at 7:30pm in a two-hour time block. You need to make a room reservation in advance, do not assume your regular classroom will be free.
- **How do I determine when my final exam should take place if it does not appear on this schedule?**
Using the [exam schedule](#), take the start time of your class and the day(s) your class meets. If your class meets Tuesday's, with a start time of 2:00, your exam will be scheduled in the exam block for TTH 2:00 classes, that would be, Thursday, May 9th from 10:15am-12:15pm.
- **All Classes scheduled in Course Specific Final Exam blocks will be required to provide a makeup final exam for students with conflicts in the same exam block the same day the final exam was scheduled.** A report identifying that population of students is available in the Data Warehouse repository; direct questions to Meg Cortese.

What exams are not from being loaded in batch?

- Graduate Courses, level 600 and above for both Main Campus
- Main Campus evening courses
- UC courses that have a starting time of 3:00pm or later
- **Classes with a single day meeting pattern** or discussions, labs and recitations

Instructors of classes excluded from the exam load need to request a reservation for final exams.

If your class was not included in the batch load, do not assume your classroom is free; arrange for a room through the Registrar's Office.

How do I request a reservation for my final exam and/or review sessions?

The event request form is located at the [Registrar's website](#).

All Main Campus and daytime UC courses are required to follow the University's final examination schedule published in the spring 2017 Schedule of Classes.

How can faculty view their final exams in MySlice? Faculty Services – Faculty Center – [View My Exam Schedule](#)

How can students view their final exams in MySlice? Student Services – Enrollment – [View My Final Exam](#)

[University policy](#) prohibits final exams on Reading Days; there are no exceptions.

Spring 2017

Spring 2017			
Days	Time Offering	Period	Examination Date & Time
MW	8:00-9:20AM	01	Thur, May 4: 8:00am-10:00am
WF	8:00-9:20AM	01A	Thur, May 4: 8:00am-10:00am
MWF	8:25-9:20AM	01B	Thur, May 4: 8:00am-10:00am
MW	8:25-9:20AM	01C	Thur, May 4: 8:00am-10:00am
TTH	9:30-10:50AM	03	Thur, May 4: 12:45pm-2:45pm
MW	3:45-5:05PM	04	Thur, May 4: 3:00pm-5:00pm
WF	3:45-5:05PM	04A	Thur, May 4: 3:00pm-5:00pm
TTH	5:00-6:20PM	05	Thur, May 4: 5:15-7:15pm
TTH	11:00AM-12:20PM	06	Fri, May 5: 8:00am-10:00am
TTH	8:00-9:20AM	07	Fri, May 5: 10:15am-12:15pm
MWF	10:35-11:30AM	08	Fri, May 5: 12:45-2:45pm
MW	10:35-11:30AM	08A	Fri, May 5: 12:45-2:45pm
WF	10:35-11:30AM	08B	Fri, May 5: 12:45-2:45pm
TTH	12:30-1:50PM	10	Fri, May 5: 5:15pm-7:15pm
MW	5:15-6:35PM	13	Mon, May 8: 5:15pm-7:15pm
MWF	9:30-10:25AM	14	Tues, May 9: 8:00am-10:00am
MW	9:30-10:25AM	14A	Tues, May 9: 8:00am-10:00am
WF	9:30-10:25AM	14B	Tues, May 9: 8:00am-10:00am
TTH	2:00-3:20PM	15	Tues, May 9: 10:15am-12:15pm
MWF	12:45-1:40PM	16	Tues, May 9: 12:45pm-2:45pm
MW	12:45-2:05PM	16A	Tues, May 9: 12:45pm-2:45pm
WF	12:45-2:05PM	16B	Tues, May 9: 12:45pm-2:45pm
TTH	3:30-4:50PM	17	Tues, May 9: 3:00pm-5:00pm
MWF	11:40AM-12:35PM	18	Tues, May 9: 5:15pm-7:15pm
MW	11:40AM-12:35PM	18A	Tues, May 9: 5:15pm-7:15pm
WF	11:40AM-12:35PM	18B	Tues, May 9: 5:15pm-7:15pm
MW	2:15-3:35PM	19	Wed, May 10: 8:00am-10:00am
WF	2:15-3:35PM	19A	Wed, May 10: 8:00am-10:00am