

Final Exam Spreadsheet Instructions

A *Final Exam Spreadsheet* listing those classes that **might need a room for an exam** for the term will be sent to all Schedulers.

Classes that do not usually need an exam have been deleted from this spreadsheet. Please see the end of this document for those classes.

In the spreadsheet, there is a column titled “Exam Rooms.” Please enter “No” in the cell next to **only those courses that do NOT need a room for an exam.**

The spreadsheet is **locked** to prevent editing in other than the “Exam Rooms” and “Comments” columns. The bottom rows below the yellow highlighted row are also locked to prevent editing of the Spreadsheet.

You will be able to filter the spreadsheet so that only your department/program is displayed. This consistent format allows Academic Scheduling to efficiently process your exam requests.

Please note the following:

- If your department/program does not need any rooms for any of your courses; please notify maturner@wm.edu by return email.
- **Because a class has an assigned classroom for instruction that does not mean that a room will be assigned for the exam.**
- In the “Comments” column indicate if you need more than one room or need a different room than the one used for instruction. We will make every attempt to meet these requests.
- We cannot combine different sections of classes into one exam block. Exam blocks have already been set for this term.
- **If you need to add courses not listed** to request exam rooms; please add them **below the yellow highlighted row at the bottom of the course listing**. Those rows can be edited.

Once you have completed adding your “No” responses and final exam room “Comments” to your Final Exam Spreadsheet; please email your completed Spreadsheet to maturner@wm.edu. Remember, we can ONLY accept Spreadsheets that remain in the original format.

Please submit your department’s completed Spreadsheet by the deadline so we will have time to assign rooms and leave time to reserve Review Sessions.

Please **do not request Review Session** rooms until after the exam schedule is completed. We cannot load them before that because of the risk of scheduling conflicts.

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Courses not **usually** assigned rooms for exams:

- 0 enrollment classes
- Classes with no Day(s) / Times
- 91 – Non-Credit Courses
- DI – discussion schedule type
- EN – Music Ensemble
- HN – Honors
- Ind Study and Research courses
- IS - Internships, usually 498
- LB – Labs
- PE – KINE Activity Courses & INTR 110 Wellness Applications Courses
- SO – Studio Art schedule type classes (ART)
- TH – Thesis
- SD – Study Discussion
- BIOL labs, research, readings, lab teaching
- CHEM labs and research
- CRIN courses
- CSCI 131L and 141L
- DANC 111-411, 261, 264
- EDUC 500+ courses and EDUC courses in SOE (use filter in spreadsheet to view)
- EPPL courses
- EXCH
- GEOL 160 and other GEOL labs
- GRAD
- Honors courses 495, 496
- KINE activity
- LAW courses
- MATH 300
- MLSC
- MSCI 500+
- MUSC applied, ensembles and 391, 491 (EN)
- NSCI 300 and 400
- PHYS no Ps, Ls or 177
- PHYS SO, JR, SR research classes
- PSYC labs, directed research, independent study
- SPCH 102s
- WRIT 101, 300