

## Fall 2019 CTC Schedule

WEEK		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	Aug 26-31	CLOSED	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 5 PM	CLOSED
2	Sept 2-7	HOLIDAY	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 5 PM	10 AM - 2 PM
3	Sept 9-14	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 5 PM	10 AM - 2 PM
4	Sept 16-21	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 5 PM	10 AM - 2 PM
5	Sept 23-28	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 5 PM	10 AM - 2 PM
6	Sept 30-Oct 5	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 5 PM	10 AM - 2 PM
7	Oct 7-12	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 5 PM	10 AM - 2 PM
8	Oct 14-19	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	CLOSED	CLOSED	CLOSED
9	Oct 21-26	CLOSED	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	CLOSED	CLOSED
10	Oct 28-Nov 2	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 5 PM	10 AM - 2 PM
11	Nov 4-9	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 5 PM	10 AM - 2 PM
12	Nov 11-16	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 5 PM	10 AM - 2 PM
13	Nov 18-23	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 5 PM	CLOSED
14	Nov 25-30	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
15	Dec 2-7	CLOSED	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	CLOSED	10 AM - 2 PM
16	Dec 9-14	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	CLOSED	CLOSED

Priority Scheduling Model:	**Hybrid Courses	5-Aug
	Online Courses	5-Aug
	Large Classroom (100+)	5-Aug
	Traditional Courses	12-Aug

- Open for classroom testing
- Open for testing, no new exams starting
- Closed for classroom testing
- Office closed

### Important Reminders

All exams are collected 1 hour after closing.  
**Example:** Doors close at 8 pm, exams collected at 9 pm

In order to start a test on its scheduled date, our office must receive all materials by **noon** the business-day before the start date. Rescheduling may be required if this deadline is not met.

Exams cannot start before extended breaks - including Thanksgiving, Spring, and Fall Break - and end after the break concludes. All exams must conclude before an extended break.

At the request of the Academic Vice President's office, exams may not be scheduled during the last week of classes without prior permission granted by your respective Dean. Once granted, please forward permissions to [ctc@uvu.edu](mailto:ctc@uvu.edu). We will assist you to manually schedule the exam(s) in Chi Tester for that week.

\*\*Hybrid courses will need to contact [ctc@uvu.edu](mailto:ctc@uvu.edu) to provide the course CRN so a manual system adjustment can be made to allow scheduling on April 8th.

### Office/Lobby Hours for Faculty

Monday - Thursday	8:00 AM - 8:00 PM
Friday	8:00 AM - 5:00 PM
Saturday	Not Available

While the center is open for testing on Saturdays, faculty support is not available over the weekends as no one is staffed in the office. For emergencies please email [ctc@uvu.edu](mailto:ctc@uvu.edu).