

CTC Scheduling Calendar – Sept 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AUG 25 Week 1	26 Closed for Classroom Testing	27 10 am – 8 pm CTC Opens for Fall	28 10 am – 8 pm	29 10 am – 8 pm	30 10 am – 5 pm	31 Office Closed
SEPT 1 Week 2	2 Holiday Office Closed	3 No new exams may start on this day 10 am – 8 pm	4 10 am – 8 pm	5 10 am – 8 pm	6 10 am – 5 pm	7 10 am – 2 pm
8 Week 3	9 10 am – 8 pm	10 10 am – 8 pm	11 10 am – 8 pm	12 10 am – 8 pm	13 10 am – 5 pm	14 10 am – 2 pm
15 Week 4	16 10 am – 8 pm	17 10 am – 8 pm	18 10 am – 8 pm	19 10 am – 8 pm	20 10 am – 5 pm	21 10 am – 2 pm
22 Week 5	23 10 am – 8 pm	24 10 am – 8 pm	25 10 am – 8 pm	26 10 am – 8 pm	27 10 am – 5 pm	28 10 am – 2 pm
29 Week 6	30 10 am – 8 pm					

FACULTY REMINDERS

- Open
- No new exams starting
- Closed for classroom testing
- Office closed

- Exams cannot start or end on a Saturday
- No exams may start following a closure, to allow our staff time to process the exam

Faculty Hours

Monday – Thursday 8 am – 8 pm
 Fridays 8 am – 5 pm
 No faculty services on Saturdays

Exam Submission Deadline

In order to start a test for 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.

CTC Scheduling Calendar – Oct 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Week 6		1 10 am – 8 pm	2 10 am – 8 pm	3 10 am – 8 pm	4 10 am – 5 pm	5 10 am – 2 pm	
Week 7	6 10 am – 8 pm	7 10 am – 8 pm	8 10 am – 8 pm 1st Block Ends	9 10 am – 8 pm 2nd Block Begins	10 10 am – 8 pm	11 10 am – 5 pm	12 10 am – 2 pm
Week 8	13 10 am – 8 pm	14 10 am – 8 pm	15 10 am – 8 pm	16 All exams must close before the break 10 am – 8 pm	17 Fall Break Closed for Classroom Testing	18 Fall Break Closed for Classroom Testing	19 Fall Break Office Closed
Week 9	20 Closed for Classroom Testing	21 Closed for Classroom Testing	22 10 am – 8 pm	23 10 am – 8 pm	24 10 am – 8 pm	25 Midsemester Maintenance Office Closed	26 Midsemester Maintenance Office Closed
Week 10	27 No new exams may start on this day 10 am – 8 pm	28 10 am – 8 pm	29 10 am – 8 pm	30 10 am – 8 pm	31 10 am – 8 pm		

FACULTY REMINDERS

- Open
- No new exams starting
- Closed for classroom testing
- Office closed

- Exams cannot start or end on a Saturday
- No exams may start following a closure, to allow our staff time to process the exam
- Exams may not run over Fall Break

Faculty Hours

Monday – Thursday 8 am – 8 pm
 Fridays 8 am – 5 pm
 No faculty services on Saturdays

Exam Submission Deadline

In order to start a test for 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.

CTC Scheduling Calendar – Nov 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 10					1 10 am – 5 pm	2 10 am – 2 pm
Week 11	3 10 am – 8 pm	4 10 am – 8 pm	5 10 am – 8 pm	6 10 am – 8 pm	7 10 am – 8 pm	8 10 am – 5 pm
Week 12	9 10 am – 8 pm	10 10 am – 8 pm	11 10 am – 8 pm	12 10 am – 8 pm	13 10 am – 8 pm	14 10 am – 5 pm
Week 13	15 10 am – 8 pm	16 10 am – 8 pm	17 10 am – 8 pm	18 10 am – 8 pm	19 10 am – 8 pm	20 All exams must close before the break 10 am – 5 pm
Week 14	21 Thanksgiving Break Closed for Classroom Testing	22 Thanksgiving Break Closed for Classroom Testing	23 Thanksgiving Break Closed for Classroom Testing	24 Thanksgiving Break Office Closed	25 Thanksgiving Break Office Closed	26 Thanksgiving Break Office Closed

FACULTY REMINDERS

- Open
- No new exams starting
- Closed for classroom testing
- Office closed

- Exams cannot start or end on a Saturday
- No exams may start following a closure, to allow our staff time to process the exam
- Exams may not run over Thanksgiving Break

Faculty Hours

Monday – Thursday 8 am – 8 pm
 Fridays 8 am – 5 pm
 No faculty services on Saturdays

Exam Submission Deadline

In order to start a test for 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.

CTC Scheduling Calendar – Dec 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 15 1	Closed for Classroom Testing Final Exams Submission Deadline 2	10 am – 8 pm 3	10 am – 8 pm 4	10 am – 8 pm 5	Reading Day Closed for Classroom Testing 6	10 am – 2 pm Finals 7
Week 16 8	10 am – 8 pm Finals 9	10 am – 8 pm Finals 10	10 am – 8 pm Finals 11	10 am – 8 pm Finals 12	Closed for Classroom Testing End of Fall Semester 13	Office Closed 14
15	Closed for Classroom Testing Tier 1 Scheduling Opens for Spring 16	Closed for Classroom Testing 17	Closed for Classroom Testing 18	Closed for Classroom Testing 19	Closed for Classroom Testing 20	Office Closed 21
22	Closed for Classroom Testing 23	Holiday Office Closed 24	Holiday Office Closed 25	Closed for Classroom Testing 26	Closed for Classroom Testing 27	Office Closed 28
29	Closed for Classroom Testing Tier 2 Scheduling Opens for Spring 30	Closed for Classroom Testing 31				

FACULTY REMINDERS

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- Office closed

- Exams cannot start or end on a **Saturday**
- No exams may start following a **closure, to allow our staff time to process the exam**

Faculty Hours

Monday – Thursday 8 am – 8 pm
 Fridays 8 am – 5 pm
 No faculty services on Saturdays

Exam Submission Deadline

In order to start a test for 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.