

Spring 2019 CTC Schedule

WEEK		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	Jan 6-12	Closed For Test Preparation/Training (exams may be submitted during this week)					
2	Jan 13-19	CLOSED	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 5 PM	CLOSED
3	Jan 20-26	CLOSED	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 5 PM	10 AM - 2 PM
4	Jan 27-2	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 5 PM	10 AM - 2 PM
5	Feb 3-9	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 5 PM	10 AM - 2 PM
6	Feb 10-16	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 5 PM	CLOSED
7	Feb 17-23	CLOSED	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 5 PM	10 AM - 2 PM
8	Feb 24-2	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 5 PM	10 AM - 2 PM
9	Mar 3-9	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 5 PM	10 AM - 2 PM
10	Mar 10-16	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 5 PM	CLOSED
11	Mar 17-23	SPRING BREAK					
12	Mar 24-30	CLOSED	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 5 PM	10 AM - 2 PM
13	Mar 31-6	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 2 PM	10 AM - 5 PM	10 AM - 2 PM
14	Apr 7-13	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 5 PM	10 AM - 2 PM
15	Apr 14-20	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 5 PM	10 AM - 2 PM
16	Apr 21-27	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	CLOSED	10 AM - 2 PM
Finals	Apr 28-4	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	10 AM - 8 PM	CLOSED	CLOSED

Priority Scheduling Model:	**Hybrid Courses	13-Dec
	Online Courses	13-Dec
	Large Classroom (100+)	13-Dec
	Traditional Courses	19-Dec

**Hybrid courses will need to contact ctc@uvu.edu to provide the course CRN so a manual system adjustment can be made to allow scheduling on December 13.

Spring office hours for faculty are:

Monday through Friday from 8 am - 5 pm

There are no faculty services on Saturdays during the Spring

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 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.

For extended breaks exams cannot start before Thanksgiving, Spring, or 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 being granted by your respective Dean. Once permission has been received please forward that to ctc@uvu.edu and we will work with you on manually scheduling you in Chi Tester that week.