

Summer 2019 CTC Schedule

WEEK		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	May 5-11	Closed For Test Preparation/Training (exams may be submitted during this week)					
2	May 12-18	CLOSED	CLOSED	11 AM - 6 PM	11 AM - 6 PM	11 AM - 5 PM	11 AM - 2 PM
3	May 19-25	CLOSED	11 AM - 6 PM	11 AM - 6 PM	11 AM - 6 PM	11 AM - 5 PM	CLOSED
4	May 26-1	HOLIDAY	11 AM - 6 PM	11 AM - 6 PM	11 AM - 6 PM	11 AM - 5 PM	11 AM - 2 PM
5	June 2-8	CLOSED	11 AM - 6 PM	11 AM - 6 PM	11 AM - 6 PM	11 AM - 5 PM	11 AM - 2 PM
6	June 9-15	CLOSED	11 AM - 6 PM	11 AM - 6 PM	11 AM - 6 PM	11 AM - 5 PM	11 AM - 2 PM
7	June 16-22	CLOSED	11 AM - 6 PM	11 AM - 6 PM	11 AM - 6 PM	11 AM - 5 PM	11 AM - 2 PM
8	June 23-29	CLOSED	11 AM - 6 PM	11 AM - 6 PM	11 AM - 6 PM	11 AM - 5 PM	11 AM - 2 PM
9	June 30-6	CLOSED	11 AM - 6 PM	11 AM - 6 PM	HOLIDAY	CLOSED	CLOSED
10	July 7-13	CLOSED	11 AM - 6 PM	11 AM - 6 PM	11 AM - 6 PM	11 AM - 5 PM	11 AM - 2 PM
11	July 14-20	CLOSED	11 AM - 6 PM	11 AM - 6 PM	11 AM - 6 PM	11 AM - 5 PM	11 AM - 2 PM
12	July 21-27	CLOSED	11 AM - 6 PM	HOLIDAY	11 AM - 6 PM	11 AM - 5 PM	11 AM - 2 PM
13	July 28-3	CLOSED	11 AM - 6 PM	11 AM - 6 PM	11 AM - 6 PM	11 AM - 5 PM	11 AM - 2 PM
14	Aug 4-10	CLOSED	11 AM - 6 PM	11 AM - 6 PM	11 AM - 6 PM	11 AM - 5 PM	CLOSED

Priority Scheduling Model:	**Hybrid Courses	8-Apr
	Online Courses	8-Apr
	Large Classroom (100+)	8-Apr
	Traditional Courses	15-Apr

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

All exams are collected 1 hour after closing.
 - Example: Doors close at 6 pm, exams collected at 7 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.

**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 April 8th.

Summer office hours for faculty are:
 Mondays from 8 am - 5 pm
 Tuesday through Thursday from 8 am - 6 pm
 Fridays from 8 am - 5pm
 There are no faculty services on Saturdays during the Summer