

October 2009

TO: All Teaching Faculty
 FROM: Laura Nudi, Scheduling Office
 RE: **FALL 2009 Valhalla Campus Evening/Weekend Final Exam Schedule**
 Friday, December 18, 2009 through Wednesday, December 23, 2009

Fall 2009 classes begin on Tuesday, September 8th and end on Thursday, December 17th, 2009.

Please conform to the following final examination schedules:

EVENING CLASSES - Monday through Thursday Meetings

- Evening classes which meet one (1) evening per week (Monday through Wednesday) will schedule their final exams during exam week to begin at the regular start time for two (2) hours in their regular classroom.

Evening classes which meet one (1) evening per week on Thursday will schedule their final exams on Friday, December 18th to begin at the regular time for two (2) hours. Please contact the Scheduling Office for room reservations.

- Evening classes which meet two (2) evenings per week will schedule exams in the following manner:

CLASS MEETING NIGHTS	START TIME	LAST CLASS MEETING	FINAL EXAM DATE
Mon/Weds	before 8:00pm	Weds 12/16	Monday 12/21**
Mon/Thurs	before 8:00pm	Thurs 12/17	Monday 12/21**
Mon/Weds	8:00pm or later	Weds 12/16	Wednesday 12/23**
Mon/Thurs	8:00pm or later	Thurs 12/17	Friday 12/18*
Tue/Thurs	before 8:00pm	Thurs 12/17	Tuesday 12/22**
Tue/Thurs	8:00pm or later	Thurs 12/17	Friday 12/18*

* Exams will begin at the regular time for two (2) hours. Please contact the Scheduling Office for room reservations.

** Exams will begin at the regularly scheduled start-time/classroom and will be two (2) hours.

- Faculty teaching the few sections that don't fit into any of the above categories should make their own arrangements for their two (2) hour exam with permission of their Department Chairperson. If you need a classroom for this purpose, please contact the Scheduling Office @ 914-606-6858. If as a result you then have a student who has an exam conflict (your exam and another exam at the same time), please make arrangements to accommodate that student.

WEEKEND CLASSES - Friday Evening through Sunday:**

<u>FRIDAY Evening</u>	last class session - Dec. 11	final exam - Dec. 18
<u>SATURDAY Day/Evening</u>	last class session - Dec. 12	final exam - Dec. 19
<u>SUNDAY Day</u>	last class session - Dec. 13	final exam - Dec. 20

** Exams will begin at the regularly scheduled start-time/classroom and will be two (2) hours.

Your department chairperson or associate dean should be contacted if you have any questions.

Thank you for your cooperation.