EVENING TEST SCHEDULING STEPS

Follow the procedure to request and schedule evening tests found at: https://reg.uga.edu/faculty-and-staff/course-scheduling/evening-tests/

Submit an evening test request, which includes department head and dean approval, to the Office of Curriculum Systems at currsys@uga.edu at least one month prior to registration.

Following notification of OVPI approval, choose one of the following steps.

If a classroom is NOT available in your departments designated space, choose the applicable step listed below.

If one or more of your department's designated classrooms are available, choose the applicable step listed below.

1 room/1 section
- Load the room in Banner.
- Process is complete.

2+ rooms/2+ sections
- Enter NCRR for the building and room in Banner.
- Reserve the classrooms as an event in Astra.
- Process is complete.

Submit a room reservation request form to the Office of the Registrar at classrooms@uga.edu. The request form is located at https://reg.uga.edu/faculty-and-staff/centralized-classroom/.

1 room/1 section
- The Office of the Registrar will enter the classroom in Astra/Banner.
- Process is complete.

2+ rooms/2+ sections
- Enter NCRR for the building and room in Banner.
- The classrooms will be reserved as an event in Astra. A confirmation will be sent to the requestor.
- Process is complete.