

## 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](mailto:currsys@uga.edu) at least one month prior to registration.

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

*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.

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

Submit a room reservation request form to the Office of the Registrar at [classrooms@uga.edu](mailto: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.