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 <u>department head and dean</u> <u>approval</u>, to the Office of Curriculum Systems at <u>currsys@uga.edu</u> at least one month prior to registration.

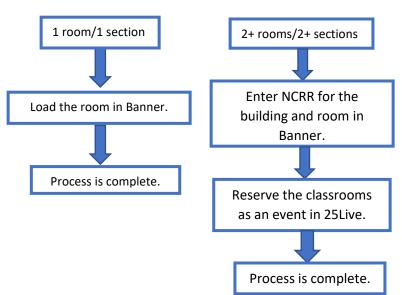


Following notification of OVPI approval, choose one of the following steps.



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

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



Submit a room reservation request through the 25Live system. The link is https://25live.collegenet.com/pro/uga#! or email classrooms@uga.edu





and room in Banner.

The classrooms will be reserved as an event in 25Live. A confirmation will be sent to the requestor.



Process is complete.