EVENING TEST SCHEDULING STEPS

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

- 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.

- If a classroom is NOT available in your departments designated space, 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 25Live.
  - 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 25Live. A confirmation will be sent to the requestor.
  - Process is complete.

If one or more of your department’s designated classrooms 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#!/home/dash%2Fcas%2Fidp

- 1 room/1 section
  - The Office of the Registrar will enter the classroom in 25Live/Banner.
  - Process is complete.

- 2+ rooms/2+ sections
  - The classrooms will be reserved as an event in 25Live. A confirmation will be sent to the requestor.
  - Process is complete.

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