

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 25Live.

Process is complete.

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

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.