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|  | **THE ROAD TO FINALS*****Center for Academic Success and Engagement******FINALS PACKET Spring 2024*** |
| Part I |  |
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|  |  | **How do I prepare for my finals?** |
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|  |  |  | **Plan your TIME!*** Check each course syllabus for Final Exam date and time.
	+ ***Online Finals: Be sure you are aware of all due dates for online final exams.***
* Make a personalized study schedule with dates and times of final exams.
* Organize all materials needed to prepare for final exams:
	+ Notes, handouts, reviews, old tests, flashcards, etc.
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|  |  |  | **Schedule your STUDY TIME!*** Use the **Daily Study Guide** to help block out times for:
	+ Courses, current studying, work, meals, sleeping, etc.
	+ Find openings and fill in study times for each final.
	+ Study for 45 to 50 minutes then take a short break.
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|  | **Night before the EXAM.*** Get a full night of sleep so that you don’t feel fatigued.
* Organize study materials. Charge laptop.
* Set 2 to 3 alarms.
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|  | **Day of the EXAM.** * Eat a light breakfast.
* Get laptop ready, if needed, before exam time. Be sure to have laptop charger handy!
* *Only have materials allowed to use on exam in front of you.*
* Relax. Take deep breaths.
* Look over entire test, budget time, and answer questions you feel confident you know.
* Don’t leave anything blank (unless told to do so).
* *Double check to be sure all questions are answered before submitting final.*
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April 2024

 Sunday Monday Tuesday Wednesday Thursday Friday Saturday

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| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |  |  |  |  |

May 2024

 Sunday Monday Tuesday Wednesday Thursday Friday Saturday

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|  |  |  | 1 | 2Last day of classes | 3Study Day | 4Finals begin |
| 5 | 6Finals | 7Finals | 8Finals | 9Finals | 10Commencement | 11Commencement |

***Check each course Syllabus and Final Exam Schedule from Registrar’s Office for information about when online final exams will occur or be due for each course.***

[***https://www.baylor.edu/registrar/***](https://www.baylor.edu/registrar/)

**Spring 2024**

**Final Exam Schedule**

**4/25/23 version**

**Online Classes**

Classes that meet asynchronously online may either conduct exams on Saturday, May 6th at 7pm, or survey students to find a common time to hold the exam.

**Study Days- No Classes or Exams**

**Non-Standard Section Meetings**

If a section with a non-standard meeting pattern meets during, or overlaps, a standard meeting pattern (found in section II), the non-standard section exam time should be scheduled during the standard exam time (i.e. M 12:20 non-standard pattern should schedule the exam with the MWF 12:20 exam time). Instructors should verify that there are no room conflicts with other sections with non-standard meeting patterns, using the same room at a corresponding meeting pattern, during the semester (i.e. M 12:20 non-standard time and W 12:20 non-standard time, both would rely on the room during the MWF 12:20 exam meeting).

If the section does not meet during a standard meeting pattern, or if there is a conflict with the exam offering, the Office of the Registrar will work with the building/department scheduler to resolve the conflict. For additional assistance, please contact the Office of the Registrar.

1. **Departmental Exams** include **all** Sections of a course and meet on the date & time designated below:

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| **Course** | **Exam Day** | **Time** |
| ACC 2304 | Wednesday, May 8th | 11:30 a.m.-1:30 p.m. |
| ACC 3301 | Thursday, May 9th | 11:30 a.m.-1:30 p.m. |
| ACC 3302 | Thursday, May 9th | 11:30 a.m.-1:30 p.m. |
| ACC 3303 | Monday, May 6th | 11:30 a.m.-1:30 p.m. |
| ACC 3304 | Wednesday, May 8th | 11:30 a.m.-1:30 p.m. |
| ACC 3305 | Wednesday, May 8th | 11:30 a.m.-1:30 p.m. |
| ACC 4308 | Tuesday, May 7th | 11:30 a.m.-1:30 p.m. |
| ACC 4330 | Saturday, May 4th | 11:30 a.m.-1:30 p.m. |
| BL 3305 | Monday, May 6th | 11:30 a.m.-1:30 p.m. |
| CHE 4341 | Saturday, May 4th | 11:30 a.m.-1:30 p.m. |
| CHE 4342 | Tuesday, May 7th | 11:30 a.m.-1:30 p.m. |
| ECO 1305 | Wednesday, May 8th | 11:30 a.m.-1:30 p.m. |
| ECO 1380 | Saturday, May 4th | 11:30 a.m.-1:30 p.m. |
| ECO 2306 | Tuesday, May 7th | 11:30 a.m.-1:30 p.m. |
| ECO 2307 | Saturday, May 4th | 11:30 a.m.-1:30 p.m. |
| EGR 2108 | Wednesday, May 8th | 11:30 a.m.-1:30 p.m. |
| FIN 3309 | Saturday, May 4th | 11:30 a.m.-1:30 p.m. |
| FIN 3310 | Tuesday, May 7th | 11:30 a.m.-1:30 p.m. |
| MTH 1308 | Thursday, May 9th | 11:30 a.m.-1:30 p.m. |
| MTH 1309 | Monday, May 6th | 11:30 a.m.-1:30 p.m. |
| MTH 1320 | Thursday, May 9th | 11:30 a.m.-1:30 p.m. |
| MTH 1321 | Monday, May 6th | 11:30 a.m.-1:30 p.m. |
| MTH 1322 | Monday, May 6th | 11:30 a.m.-1:30 p.m. |
| MUS 1302 | Tuesday, May 7th | 11:30 a.m.-1:30 p.m. |

**Regular Finals - Scheduled by class day and time.**

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| **Class** | **Meeting Time** | **Exam Day** | **Time** |
| **MWF** | **8:00 a.m.** | **Saturday, May 4th** | **2:00 p.m. - 4:00 p.m.** |
| **MWF** | **9:05 a.m.** | **Tuesday, May 7th** | **4:30 p.m. - 6:30 p.m.** |
| **MWF** | **10:10 a.m.** | **Saturday, May 4th** | **4:30 p.m. - 6:30 p.m.** |
| **MWF** | **11:15 a.m.** | **Wednesday, May 8th** | **4:30 p.m. - 6:30 p.m.** |
| **MWF** | **12:20 p.m.** | **Monday, May 6th** | **9:00 a.m. - 11:00 a.m.** |
| **MWF** | **1:25 p.m.** | **Monday, May 6th** | **4:30 p.m. - 6:30 p.m.** |
| **MWF** | **2:30 p.m.** | **Thursday, May 9th** | **2:00 p.m. - 4:00 p.m.** |
| **MWF** | **3:35 p.m.** | **Wednesday, May 8th** | **9:00 a.m. - 11:00 a.m.** |
| **MWF** | **4:40 p.m.** | **Tuesday, May 7th** | **2:00 p.m. - 4:00 p.m.** |
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| **MW** | **7:35 a.m.** | **Saturday, May 4th** | **2:00 p.m. - 4:00 p.m.** |
| **MW** | **1:00 p.m.** | **Monday, May 6th** | **4:30 p.m. - 6:30 p.m.** |
| **MW** | **2:30 p.m.** | **Thursday, May 9th** | **2:00 p.m. - 4:00 p.m.** |
| **MW** | **4:00 p.m.** | **Wednesday, May 8th** | **9:00 a.m. - 11:00 a.m.** |
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| **TR** | **8:00 a.m.** | **Monday, May 6th** | **2:00 p.m. - 4:00 p.m.** |
| **TR** | **9:30 a.m.** | **Saturday, May 4th** | **9:00 a.m. - 11:00 a.m.** |
| **TR** | **11:00 a.m.** | **Thursday, May 9th** | **4:30 p.m. - 6:30 p.m.** |
| **TR** | **12:30 p.m.** | **Wednesday, May 8th** | **2:00 p.m. - 4:00 p.m.** |
| **TR** | **2:00 p.m.** | **Tuesday, May 7th** | **9:00 a.m. - 11:00 a.m.** |
| **TR** | **3:30 p.m.** | **Thursday, May 9th** | **9:00 a.m. - 11:00 a.m.** |

**Evening Classes**

Exams for classes where the first weekly meeting occurred beginning at 5:00 p.m. or later will be determined by the weekday of the first weekly meeting and meet on the date & time designated below:

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| **First Weekly Meeting** | **Exam Day** | **Time** |
| **Monday** | **Monday, May 6th** | **7:00 p.m.** |
| **Tuesday** | **Tuesday, May 7th** | **7:00 p.m.** |
| **Wednesday** | **Wednesday, May 8th** | **7:00 p.m.** |
| **Thursday** | **Thursday, May 9th** | **7:00 p.m.** |

**Note to Faculty**

Grades for all graduating Graduate and Seminary students must be submitted by 12 p.m. on Thursday, December 14th, 2023. Grades for all other students must be submitted by 12 p.m. on Monday, December 18th, 2023.

It is critical that grades be submitted on time for graduating graduate and seminary students to allow Deans, degree planners and staff in the Office of the Registrar to certify graduates.

**Use this Daily Study Guide to help you plan times to study for each final.**

Block out times for regular studying, class, work, meals, etc.

Color Code!

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| **Daily Study Guide for Final Exams** |  | **Last Final** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Day/ Date** | **Before 8am** | **8am** | **9am** | **10am** | **11am** | **12pm (noon)** | **1pm** | **2pm** | **3pm** | **4pm** | **5pm** | **6pm** | **7pm** | **8pm** | **9pm** | **10pm** |

**Part II**

 **Strategies for Different Study Plans**

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| **8 days before exam day** | **Organize Information:** |  | **5 days before exam day** | **Organize Information:** |
| **To-Do:** | ● Graded tests & quizzes● Notes & handouts● Flash cards & summaries | **To-Do & Goals:** | ● Graded tests & quizzes● Notes & handouts● Flash cards & summaries |
| **7 days before exam day** | **Study Plan of Action:** | **Read over all information:** |
| **Goals:** | ● Have broad sense of tested material**●** Anticipate material on exam● Make Study Guide | ● Have broad sense of tested material● Understand big picture |
| **6 days before exam day** | **Read over all information:** | **Other important to-dos:** |
| **Goals:** | ● Understand big picture● Work practice problems● Predict and write test questions & practice answering them | **●** Anticipate material on exam● List main topics, concepts, and/or chapters to be studied each day● Start working practice problems |
| **5 & 4 days before exam day** | **Focus on specifics:** | **4 days before exam day** | **Connecting with Material:** |
| **Goals:** | ● Put: concepts, themes, and key ideas in own words● Use: flow charts, diagrams and pictures in own words**●** Meet with professor or tutor to clarify difficult material | **Goals:** | ● Put: concepts, themes, and key ideas in own words**●** Meet with professor or tutor to clarify difficult material● Predict and write test questions & practice answering them |
| **3 & 2 days before exam day** | **Review everything:** | **3 days before exam day** | **Focus on specifics:** |
| **Goals:** | ● Be able to recall everything already working with● Self-quiz● Work practice exam | **Goals:** | ● Use: flow charts, diagrams and pictures in own words to help remember material |
| **1 day before exam day** | **Final Review:** | **2 days before exam day** | **Review everything:** |
|  | ● Self-quiz again (not just mental check-off)● Gather necessary test materials and charge laptop● Set out clothes for tomorrow● ***Get a full night of sleep!*** | **Goals:** | ● Be able to recall everything already working with● Work a practice exam |
|  |  | **1 day before exam day** | **Final Review:** |
|  |  |  | ● Self-quiz again (not just mental check-off)● Gather necessary test materials and charge laptop● Set out clothes for tomorrow● ***Get a full night of sleep!*** |

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| **Guiding Principles for Test Preparation:** | **Test Day Tips:** |
| ● Start preparing for your exam(s) early.● Have a plan (and stick to it!).● Learn deeply (not rote memorization only).● Repeat, Repeat, Repeat!● Practice recalling information (ask/answer many questions). | ● Eat breakfast & drink water. **Don’t overdo caffeine.**● Use relaxation & breathing to control test anxiety.● Have laptop ready before start time. Keep charger handy!● Scan entire exam. ● Read and follow all exam directions.● Keep track of time.● Answer easiest/shortest questions first.● Tell yourself: “I can do this!”● Reward yourself! |

Use this page for up to 2 courses with finals. If you need more than included here, you may copy this page or print more from CASE’s website: [**http://www.baylor.edu/case/**](http://www.baylor.edu/case/)

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| **Comprehensive Study Plan** |
| **Course:** | **Day/Date/Time of Final:** |
| **% of Final Grade:** | **Current Course Grade:** |
| List of **Topics/Chapter Names** you will need to study | Time (hours) allotted to review | Day/Date for Review |
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| **Comprehensive Study Plan** |
| **Course:** | **Day/Date/Time of Final:** |
| **% of Final Grade:** | **Current Course Grade:** |
| List of **Topics/Chapter Names** you will need to study | Time (hours) allotted to review | Day/Date for Review |
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Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Day/Date/Time of Final: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| List Topics/Chapters you will need to study | Time (hours) Allotted to Review | Day/Date for Review |
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