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|  | | | | | **THE ROAD TO FINALS**  ***Center for Academic Success and Engagement***  ***FINALS PACKET Fall 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. |
|  | | | | | **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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November 2024

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| **S** | **M** | **T** | **W** | **T** | **F** | **S** |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

December 2024

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| **S** | **M** | **T** | **W** | **T** | **F** | **S** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11  Study Day | 12  Finals start | 13  Finals | 14  Finals |
| 15 | 16  Finals | 17  Finals end | 18 | 19 | 20 | 21 |

***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/)

**Fall 2024**

**Final Exam Schedule**

**4/25/24 version**

**Online Classes**

Classes that meet asynchronously online may either conduct exams on Saturday, December 14th 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 | Saturday, December 14 | 11:30 a.m. |
| ACC 3301 | Friday, December 13 | 11:30 a.m.. |
| ACC 3302 | Saturday, December 14 | 11:30 a.m.. |
| ACC 3303 | Monday, December 16 | 11:30 a.m. |
| ACC 3304 | Tuesday, December 17 | 11:30 a.m. |
| ACC 3305 | Tuesday, December 17 | 11:30 a.m. |
| ACC 4308 | Friday, December 13 | 11:30 a.m. |
| ACC 4330 | Monday, December 16 | 11:30 a.m. |
| BL 3305 | Thursday, December 12 | 11:30 a.m. |
| CHE 4341 | Thursday, December 12 | 11:30 a.m. |
| CHE 4342 | Saturday, December 14 | 11:30 a.m. |
| ECO 1305 | Tuesday, December 17 | 11:30 a.m. |
| ECO 1380 | Thursday, December 12 | 11:30 a.m. |
| ECO 2306 | Saturday, December 14 | 11:30 a.m. |
| ECO 2307 | Thursday, December 12 | 11:30 a.m. |
| ECO 3306 | Friday, December 13 | 11:30 a.m. |
| ECO 3307 | Monday, December 16 | 11:30 a.m. |
| EGR 2108 | Tuesday, December 17 | 11:30 a.m. |
| FIN 3309 | Thursday, December 12 | 11:30 a.m. |
| FIN 3310 | Saturday, December 14 | 11:30 a.m |
| MTH 1308 | Friday, December 13 | 11:30 a.m. |
| MTH 1309 | Monday, December 16 | 11:30 a.m. |
| MTH 1320 | Friday, December 13 | 11:30 a.m. |
| MTH 1321 | Monday, December 16 | 11:30 a.m. |
| MTH 1322 | Monday, December 16 | 11:30 a.m. |
| MUS 1301 | Saturday, December 14 | 11:30 a.m. |

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

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| **Class** | **Meeting Time** | **Exam Day** | **Time** |
| MWF | 8:00 a.m. | Friday, December 13 | 4:30 p.m. |
| MWF | 9:05 a.m. | Monday, December 16 | 9:00 a.m. |
| MWF | 10:10 a.m. | Friday, December 13 | 9:00 a.m. |
| MWF | 11:15 a.m. | Tuesday, December 17 | 9:00 a.m. |
| MWF | 12:20 p.m. | Saturday, December 14 | 2:00 p.m. |
| MWF | 1:25 p.m. | Saturday, December 14 | 9:00 a.m. |
| MWF | 2:30 p.m. | Thursday, December 12 | 4:30 p.m. |
| MWF | 3:35 p.m. | Tuesday, December 17 | 2:00 p.m. |
| MWF | 4:40 p.m. | Monday, December 16 | 4:30 p.m. |
| MWF | 5:45 p.m. | Tuesday, December 17 | 7:00 p.m. |
| MWF | 6:50 p.m. | Friday, December 13 | 7:00 p.m. |
| MWF | 7:55 p.m. | Saturday, December 14 | 7:00 p.m. |
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| MW | 7:35 a.m. | Friday, December 13 | 4:30 p.m. |
| MW | 1:00 p.m. | Saturday, December 14 | 9:00 a.m. |
| MW | 2:30 p.m. | Wednesday, December 12 | 4:30 p.m. |
| MW | 4:00 p.m. | Monday, December 16 | 4:30 p.m. |
| MW | 5:30 p.m. | Tuesday, December 17 | 7:00 p.m. |
| MW | 7:00 p.m. | Friday, December 13 | 7:00 p.m. |
| MW | 8:30 p.m. | Saturday, December 14 | 7:00 p.m. |
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| TR | 8:00 a.m. | Saturday, December 14 | 4:30 p.m. |
| TR | 9:30 a.m. | Friday, December 13 | 2:00 p.m. |
| TR | 11:00 a.m. | Thursday, December 12 | 9:00 a.m. |
| TR | 12:30 p.m. | Tuesday, December 17 | 2:00 p.m. |
| TR | 2:00 p.m. | Monday, December 16 | 2:00 p.m. |
| TR | 3:30 p.m. | Thursday, December 12 | 2:00 p.m. |
| TR | 5:00 p.m. | Thursday, December 12 | 7:00 p.m. |
| TR | 6:30 p.m. | Monday, December 16 | 7:00 p.m. |
| TR | 8:00 p.m. | Monday, December 16 | 7:00 p.m. |

**Note to Faculty**

**Grades for all graduating Seminary and PhD, PsyD, EdD, DMA & DSC Students** **must be submitted by 12 p.m. on Wednesday, December 18, 2024. Grades for all other graduates and students please refer to the University Calendar.**

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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