

# Final Exam Opt Out Form Instructions

## How to submit a request

**Requestor Information**

Last Name Hatfield	First Name Marcus	NetID mwh07003
Department Registrar	Email marcus.hatfield@uconn.edu	Title ASSISTANT REGISTRAR

\* Which Campus? **1**  
Storrs

\* Term **2**  
Fall 2020  
May only be used for current term.

**Exams to remove from schedule**

Complete the following fields and click "Add to List." The first five fields are required; the "Add to List" button will be enabled when all five required fields are filled out (you may need to click outside the box for the button to activate). **You must click "Add to List" to include your exam in the list of exams to opt out of.**

Subject ABCD <small>ex. CHEM</small>	Catalog Nbr 1234 <small>ex. 1128Q</small>	Section 002L <small>ex. 009L</small>	Title Test Class <small>ex. General Chemistry II</small>	Class Day(s)/Time MWF 8-9:05am <small>if asynchronous, type "none"</small>	Instructor Jones <small>Optional</small>
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Add to List **3** Clear Fields

Please click "Add to List" to add this exam to the list below. You will not be able to submit the form until the exam has been added to the list.

**List of Exams**

To add exams to this list, complete fields above and click "Add to List"

Subject	Catalog Nbr	Section	Title	Class Day(s)/Time	Instructor	
ABCD	1234	001L	Test class	TuTh 9:30-10:45am	Smith	<b>4</b>

Submit - STORRS Submit - Avery Point Submit - Hartford Submit - Stamford Submit - Waterbury Cancel

- Users must select a campus **(1)**. The form can be used to submit multiple opt-outs on the same campus in a single request, but a new request will be needed for each campus.
- The term **(2)** is pre-selected and can't be changed. The form is only open for one term at a time.
- To add a class to the list of opt outs, you must fill out the first five fields (Subject, Catalog Nbr, Section, Title, Class Day(s)/Time); the sixth (Instructor) is optional. When the required fields are filled out, the "Add to List" button **(3)** will become available.
- All opt outs must be added to the list of exams table **(4)** before the request can be submitted. In this screenshot, the submit buttons are disabled but, once the exam is added to the list, the "Submit – STORRS" button becomes active. If you've added all the exams you need but still have text in one of the entry fields, you can click "Clear Fields" button so that the submit button becomes active:

**List of Exams**

To add exams to this list, complete fields above and click "Add to List"

Subject	Catalog Nbr	Section	Title	Class Day(s)/Time
ABCD	1234	001L	Test class	TuTh 9:30-10:45am
ABCD	1234	002L	Test Class	MWF 8-9:05am

Submit - STORRS Submit - Avery Point Submit - Hartford Submit - Stamford Submit - Waterbury Cancel