Final Exam Opt Out Form Instructions

How to submit a request

- 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: