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|  | | | | | **THE ROAD TO FINALS**  ***Center for Academic Success and Engagement***  ***FINALS PACKET FALL 2023*** |
| 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 2023** | | | | | | | |
| **SUNDAY** | | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** | **SATURDAY** |
|  | 12 | **13** | **14** | **15** | **16** | **17** | 18 |
|  | 19 | **20** | **21** | **22** | **23** | **24** | 25 |
|  | | Thanksgiving Holidays | Thanksgiving Holidays | Thanksgiving Holidays | Thanksgiving Holidays | Thanksgiving Holidays |  |
|  | 26 | **27** | **28** | **29** | **30** |  |  |
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| **December 2023** | | | | | | | |
| **SUNDAY** | | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** | **SATURDAY** |
|  |  |  |  |  |  | **1** | 2 |
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|  | 3 | **4** | **5** | **6** | **7** | **8** | 9 |
|  | |  |  | Last day of classes | Study day | Finals start | Finals |
| 10 | | **11**  Finals | **12**  Finals | **13**  Finals End | **14** | **15** | **16**  Commencement |

***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 2023**

**Final Exam Schedule**

**1/6/23 version**

**Online Classes**

Classes that meet asynchronously online may either conduct exams on Saturday, December 9th 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 2303 | Friday, December 8, 2023 | 11:30 a.m. |
| ACC 2304 | Tuesday, December 12, 2023 | 11:30 a.m.. |
| ACC 3301 | Friday, December 8, 2023 | 11:30 a.m.. |
| ACC 3302 | Friday, December 8, 2023 | 11:30 a.m. |
| ACC 3303 | Tuesday, December 12, 2023 | 11:30 a.m. |
| ACC 3304 | Tuesday, December 12, 2023 | 11:30 a.m. |
| ACC 3305 | Tuesday, December 12, 2023 | 11:30 a.m. |
| ACC 4308 | Saturday, December 9, 2023 | 11:30 a.m. |
| ACC 4330 | Wednesday, December 13, 2023 | 11:30 a.m. |
| BL 3305 | Monday, December 11, 2023 | 11:30 a.m. |
| CHE 4341 | Wednesday, December 13, 2023 | 11:30 a.m. |
| CHE 4342 | Saturday, December 9, 2023 | 11:30 a.m. |
| ECO 1305 | Tuesday, December 12, 2023 | 11:30 a.m. |
| ECO 2306 | Saturday, December 9, 2023 | 11:30 a.m. |
| ECO 2307 | Wednesday, December 13, 2023 | 11:30 a.m. |
| EGR 2108 | Tuesday, December 12, 2023 | 11:30 a.m. |
| FIN 3309 | Wednesday, December 13, 2023 | 11:30 a.m. |
| FIN 3310 | Saturday, December 9, 2023 | 11:30 a.m |
| MTH 1308 | Friday, December 8, 2023 | 11:30 a.m. |
| MTH 1309 | Monday, December 11, 2023 | 11:30 a.m. |
| MTH 1320 | Friday, December 8, 2023 | 11:30 a.m. |
| MTH 1321 | Monday, December 11, 2023 | 11:30 a.m. |
| MTH 1322 | Monday, December 11, 2023 | 11:30 a.m. |
| MUS 1301 | Saturday, December 9, 2023 | 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 8th | 2:00 p.m. |
| MWF | 9:05 a.m. | Monday, December 11th | 4:30 p.m. |
| MWF | 10:10 a.m. | Friday, December 8th | 4:30 p.m. |
| MWF | 11:15 a.m. | Tuesday, December 12th | 4:30 p.m. |
| MWF | 12:20 p.m. | Saturday, December 9th | 9:00 a.m. |
| MWF | 1:25 p.m. | Saturday, December 9th | 4:30 p.m. |
| MWF | 2:30 p.m. | Wednesday, December 13th | 2:00 p.m. |
| MWF | 3:35 p.m. | Tuesday, December 12th | 9:00 a.m. |
| MWF | 4:40 p.m. | Monday, December 11th | 2:00 p.m. |
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| MW | 7:35 a.m. | Friday, December 8th | 2:00 p.m. |
| MW | 1:00 p.m. | Saturday, December 9th | 4:30 p.m. |
| MW | 2:30 p.m. | Wednesday, December 13th | 2:00 p.m. |
| MW | 4:00 p.m. | Tuesday, December 12th | 9:00 a.m. |
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| TR | 8:00 a.m. | Saturday, December 9th | 2:00 p.m. |
| TR | 9:30 a.m. | Friday, December 8th | 9:00 a.m. |
| TR | 11:00 a.m. | Wednesday, December 13th | 4:30 p.m. |
| TR | 12:30 p.m. | Tuesday, December 12th | 2:00 p.m. |
| TR | 2:00 p.m. | Monday, December 11th | 9:00 a.m. |
| TR | 3:30 p.m. | Wednesday, December 13th | 9:00 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, December 11th | 7:00 p.m. |
| Tuesday | Tuesday, December 12th | 7:00 p.m. |
| Wednesday | Wednesday, December 13th | 7:00 p.m. |
| Thursday | Friday, December 8th | 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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