



How to Schedule Comprehensive Exams

UPDATED 11/2014

Comprehensive Exams

- ▶ All exams will use departmental subject codes. The COMP and ORAL subject codes are inactive.

	Undergraduate Code	Master's Code	Doctoral Code
Comprehensive Exam	498	698A-Comps w/classes	998A—Comps w/classes
		698B—Comps w/o classes	998B—Comps w/o classes
Dissertation Guidance			996—Doctoral students who are working on their dissertation, including those planning to defend, should enroll in their dept. dissertation guidance course

Scheduling Comps

- ▶ Add your school/department exams to the class offerings.
- ▶ Each department should identify the day and time of their comprehensive exam while building their semester schedule
- ▶ All comprehensive exam dates will be noted in Cardinal Station under the “Course Notes” tab. This will allow students to be aware of the exam date at the point of registration.
- ▶ **Please enter an R25 request for your comprehensive exam** by navigating to events.cua.edu and entering the date, time, expected head count, and any technological or room set-up needs.
- ▶ Any questions may be directed to CUA-Classes@cua.edu.

Comprehensive Exam Dates

We are no longer setting comprehensive exam dates in the Academic Calendar.

*

Departments may scheduled comprehensive exams beginning the Monday after the add/drop deadline for the semester through the deadline for students to withdraw from a class with a "W" grade.

- Basic Data
- Meetings
- Enrollment Cntrl
- Reserve Cap
- Notes
- Exam
- LMS Data
- Textbook
- GL Interface

Course ID: 003408 **Course Offering Nbr:** 1
Academic Institution: The Catholic Univ of America
Term: Fall 2013 Undergrad
Subject Area: PSY Psychology
Catalog Nbr: 498 Research Apprenticeship-UG

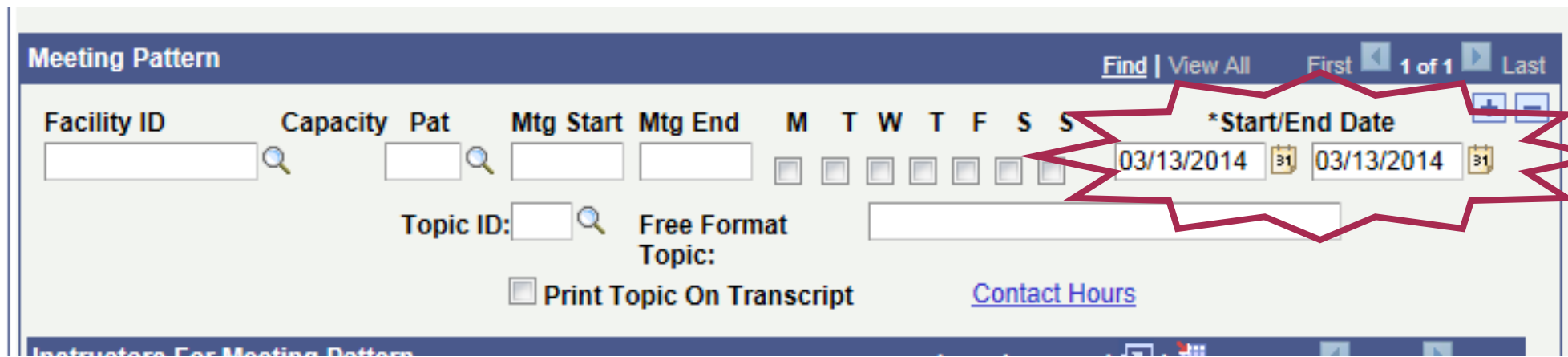
Auto Create Component

Class Sections		Find View All		First	1 of 1	Last
*Session:	<input type="text" value="1"/> 🔍	Regular Academic Session	Class Nbr:	<input type="text" value="0"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
*Class Section:	<input type="text" value="01"/>		*Start/End Date:	<input type="text" value="08/26/2013"/> 📅	<input type="text" value="12/14/2013"/> 📅	
*Component:	<input type="text" value="RES"/> 🔍	Research	Event ID:			

“Basic Data” Tab: Add relevant department comps in Session 1 by the scheduling deadline to ensure they are included, with an accurate add/drop deadline, in your department’s semester schedule.

Scheduling Comps: “Meetings” tab

- On the “Meetings” tab, enter the **date** the exam will be held, but not the start or end time.
 - **If you enter a meeting time, it will cause conflicts with students’ other courses and Cardinal Station will not allow the student to register.**
- Fill in the room characteristic code to note the type of room needed for the exam.



The screenshot shows a web form titled "Meeting Pattern". At the top right, there are navigation links: "Find | View All", "First", "1 of 1", and "Last". The form contains several input fields and checkboxes:

- Facility ID:** A text input field with a magnifying glass icon.
- Capacity:** A text input field with a magnifying glass icon.
- Pat:** A text input field with a magnifying glass icon.
- Mtg Start:** A date input field.
- Mtg End:** A date input field.
- M T W T F S S:** A row of seven checkboxes representing the days of the week.
- *Start/End Date:** Two date input fields, both containing "03/13/2014" and a calendar icon. A red starburst graphic highlights these two fields.
- Topic ID:** A text input field with a magnifying glass icon.
- Free Format Topic:** A larger text input field.
- Print Topic On Transcript:** A checkbox.
- Contact Hours:** A blue hyperlink.

At the bottom of the form, there is a blue bar with the text "Instructors For Meeting Pattern" and some navigation icons.

Scheduling Comps: “Enrollment” Tab

- ▶ Adjust the consent requirement to reflect your department preference.
 - ▶ Add “Dept. Cnsnt Required” if you wish to have all students contact the department for permission prior to registering for the exam.
 - ▶ Consider editing the drop consent field if you wish to require students to seek consent before dropping the comps course.
- ▶ Adjust the enrollment capacity and requested room capacity to reflect the anticipated number of students taking the exams. If you wish students to spread out (i.e. have empty seats between them), be sure to request a large-enough room.

Scheduling Comps: “Notes” tab

- ▶ Each department should identify the date/time of their comprehensive exam while building their semester schedule.
- ▶ Date limitations:
 - ▶ Cannot take place PRIOR TO the semester’s add/drop deadline
 - ▶ Cannot take place on any Administrative Class days
 - ▶ Cannot take place on Reading Days or University holidays
 - ▶ Must be completed by the deadline to withdraw from classes with a “W” grade for that semester.
- ▶ All comprehensive exam dates will be noted in Cardinal Station in the “Notes” tab. This allows students to see the exam date while registering for classes. Please submit an events.cua.edu request for classroom space by the scheduling deadline.