

# Viewing Your Exam Schedule

Follow the below steps to view your exam schedule and exam locations in Cardinal Station.

Log into Cardinal Station and select the Exam Schedule option from the drop-down menu in the Academics section of the Student Center screen.

*Note: For most students, the Student Center screen is the default screen in Cardinal Station. The Academics section will be at the top of this screen.*

The screenshot shows the 'Academics' section of the Student Center. A navigation bar at the top contains 'Academics' with a dropdown arrow. Below it are links for 'Search', 'Plan', 'Enroll', and 'My Academics'. A message box states 'You are not enrolled in classes.' and there is an 'enrollment shopping cart' link. A dropdown menu is open, showing options like 'Exam Schedule', 'Academic Planner', 'Class Schedule', etc. The 'Exam Schedule' option is highlighted with a red circle. Other elements include 'Expected Graduation Term and Diploma Application Status' and an 'Account Summary' box showing 'You owe 0.00.'

Select the toggle button to the left of the term for which you wish to view your exam schedule and then select the Continue button.

The screenshot shows the 'My Exam Schedule' page. At the top are buttons for 'Search', 'Plan', 'Enroll', and 'My Academics'. Below them are links for 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. The main heading is 'My Exam Schedule'. Below this is a table with the instruction 'Select a term then click Continue.' The table has two columns: 'Term' and 'Institution'. The first row is 'Fall 2012' with 'The Catholic Univ of America' and a selected radio button. The second row is 'Spring 2013' with 'The Catholic Univ of America' and an unselected radio button. A 'CONTINUE' button is located at the bottom right, highlighted with a red circle.

Select a term then click Continue.	
Term	Institution
<input checked="" type="radio"/> Fall 2012	The Catholic Univ of America
<input type="radio"/> Spring 2013	The Catholic Univ of America

Your exam schedule will be displayed on the following screen. Use the toggle buttons to switch between List View (below) or “Weekly Calendar View” (which displays a calendar grid showing the exam blocks).

## My Exam Schedule

Select Display Option  List View  Weekly Calendar View

Fall 2012 | The Catholic Univ of America

[change term](#)

Class	Description	Exam Type	Exam Date	Schedule	Room
EDUC 251-01 (2414)	Foundations of Education (Lecture)	Final	12/11/2012	8:00AM - 10:00AM	O'Boyle 108
EDUC 361-01 (2416)	Psychology of Education (Lecture)	Final	12/11/2012	1:00PM - 3:00PM	O'Boyle 108
ITAL 101-06 (4619)	Elementary Italian I (Lecture)	Final	12/12/2012	10:15AM - 12:15PM	Hannan 108
EDUC 101-01 (2413)	Introduction to Teaching (Lecture)	Final	12/12/2012	1:00PM - 3:00PM	O'Boyle 108
MATH 187-03 (2714)	Intro to Mathematical Thought (Lecture)	Final	12/12/2012	3:15PM - 5:15PM	McMahon 318
PHIL 310-02 (1643)	Philosophy of Art (Lecture)	Final	12/14/2012	10:15AM - 12:15PM	Gowan 413

### Special Notes

If your instructor has not notified the Office of Enrollment Services that a take-home exam or final paper/project is substituting for an in-person final exam then the assigned exam time for that course will still display in the above table. Verify with your instructor whether an in-person exam is being held at the listed time.

Per the university's [Final Exam policy](#), students with two exams scheduled for the same time period or with three or more exams scheduled for one day should contact their Academic Dean's office no later than fourteen calendar days before the end of classes.