

MAUI Final Exam Assignment Needs Submission Instructions for Academic Department Administrators

- 1.) Go to MAUI (*Made At the University of Iowa student information system*) at <http://www.maui.uiowa.edu>
- 2.) Login using your HawkID and password (*An active Academic Departmental Admin role with course creation/edit access in MAUI is required.*)

MAUI You are **not** currently logged in

Home Admissions Advising Registrar Billing Financial Aid Shared Settings

Quick Links: Reports | Workflow | Alerts

Please Login to MAUI

MAUI provides administrative access to federally-protected student records information. To access MAUI, you must complete FERPA training and apply for access using the link below. To complete the online FERPA training module, you can access the training through [Employee Self Service](#).

[MAUI Online Access Request Form](#)

Note: Instructors are automatically granted access to view class rosters and enter grades once you have completed FERPA training. Instructors don't have to fill out the access request form unless you are requesting access beyond what your role as an instructor provides you.

If you have any questions about access or upcoming functionality, please send email to: maui-support@uiowa.edu

Important information about signing in:

- You are advised to always logout and exit your browser after completing your session.
- This is a secure site. Your HawkID and password are encrypted as they are sent for authentication.
- "Per Session" cookies must **not** be disabled on your web browser. We use temporary cookies to keep you logged in as you navigate UI web sites.

Note: Unauthorized use of this web site is strictly prohibited! This system is routinely monitored for performance and security reasons. Use of this system constitutes agreement to that monitoring and to the University of Iowa Acceptable Use of Information Technology Resources Policy.

IOWA HawkID Login

HawkID:

Password:

Sign In

Links to Common Questions

- [Don't know your hawkid?](#)
- [Forgot your password?](#)
- [More hawkid information...](#)

3.) Located on the “Registrar” tab, select the “Offerings Planner” link.

The screenshot shows the MAUI Registrar website interface. At the top, there is a navigation bar with the MAUI logo on the left and "Logged in as" on the right. Below the logo is a menu with tabs for Home, Admissions, Advising, Registrar, Billing, and Financial Aid. The Registrar tab is currently selected. To the right of the Registrar tab is a "Settings" button. Below the navigation bar is a "Quick Links:" search box. On the far right of the page, there are links for "Reports | Workflow | Messages". The main content area is titled "Registrar" and is divided into several sections:

- Academic Record**
 - [Academic Record Dashboard](#)
 - [Athletic Administration](#)
 - [GI Bill/Vet Administration](#)
 - [Dentistry Dean's List Configuration](#)
- Academic Structure**
 - [Academic Calendar](#)
 - [Academic Organizations](#)
 - [Programs of Study](#)
- Advising**
 - [Advisor Administration](#)
 - [One-Click Course Combinations](#)
- Course Management**
 - [Ad Astra Configuration](#)
 - [Classroom Information](#)
 - [Course Library](#)
 - [Course Offerings](#)
 - [ISIS Course Browse Text](#)
 - [Offerings Planner](#)
- Degree Audit**
 - [Batch Processing](#)
 - [Degree Audit Dashboard - Grad Analysis Elements](#)
 - [NCAA Degree Audit Dashboard](#)
 - [Review Edit List Results](#)
 - [Student Exception Query](#)
- Degrees & Awards**
 - [Degree Applications and Awards](#)
- Workflow Administration**
 - [Course Approval](#)
 - [Registrar's Office Workflow](#)
 - [Planner Workflow](#)
 - [Grades Workflow](#)
 - [Click here to review the Planner Workflow Inbox](#)
- Grade Management**
 - [Grade Administration](#)
- Registrar Data Warehouse**
 - [Extracts](#)
- Registration**
 - [Registration Configuration](#)
- Other**
 - [Setup and Configuration](#)
 - [Transcript Orders](#)
- Reports**
 - [Academic Standing](#)
 - [Service Fees](#)
 - [View all Registrar reports](#)
- Data Warehouse**
 - [Security Process Access](#)

A green arrow points to the "Offerings Planner" link in the Course Management section.

This block is a close-up of the "Course Management" section from the screenshot above. It lists the following links:

- [Ad Astra Configuration](#)
- [Classroom Information](#)
- [Course Library](#)
- [Course Offerings](#)
- [ISIS Course Browse Text](#)
- [Offerings Planner](#)

A green arrow points to the "Offerings Planner" link.

Instructions for Completing the “Final Exam Needs” Application:

Step 1: Select the subject for which you are the administrative home department in the “Subject” dropdown and then select “Go”.

Step 2: Select the applicable session.

Important Notes:

- The course section data displayed in this application is based on real time data.
- Only approved lecture and stand-alone course sections qualify to have final exam assignments given to them.
- Courses will only appear under their administrative home department and only the administrative home department may indicate the final exam assignment needs of a course section.
- While only the administrative home department may indicate the final exam assignment needs of a course section, all departments may view the final exam assignment needs of any other department.
- Departments will only be able to submit the final exam assignment needs for the courses they administrate through this application during the stated submission period. After this time, they may only view their submitted needs.
- Final exam assignment needs submitted for previous sessions through the Infobank final exam assignment needs reporting tool (Summer 2014-Fall 2015) will not be made available in MAUI. Beginning with Spring 2016, however, final exam assignment needs submissions will be retained in MAUI and will be viewable by selecting that session in the “Session” dropdown box located in the upper right hand of the “Final Exam Need” screen.

MAUI

Home Admissions Advising Registrar Billing Financial Aid

Quick Links: [Search] [2]

Settings

Reports | Workflow | Messages

Offerings Planner > Final Exam Needs

Academic Unit: [Dropdown]

OR

Subject: [Dropdown] Go

Please choose a course to view. Courses will only appear under their administrative home.

Final Exam Assignment Needs Fully Submitted

No courses were found.

Session: Spring 2016

Recently Viewed Records

- BIOL:1140:0AAA

Help

- Planner Help
- Planner Support

Planner Menu

- Browse By Course
- Browse Offerings
- Course Library
- Descriptions
- Faculty
- Final Exam Needs
- Instructors
- Instructor Salary Summaries
- ISIS Text
- Planner Workflow Inbox
- Proof Copy
- Recommendations
- Registration Information
- Requirements
- Upload Special Permission
- Waitlists

Prerequisites Menu

Step 3: Select the “Subject:Course” for which you want to indicate the final exam assignment needs.

Important Note:

- Courses which do not have completed final exam assignment needs will have a red X displayed in the “Final Exam Assignment Needs Fully Submitted” column. Courses whose final exam assignment needs have been completed will have a green check mark displayed in this column.

The screenshot shows the MAUI Offerings Planner interface. At the top, there are navigation tabs: Home, Admissions, Advising, Registrar, Billing, Financial Aid, and Settings. Below these is a search bar and a session selector set to 'Spring 2016'. The main content area is titled 'Offerings Planner > Final Exam Needs'. It contains a form with 'Academic Unit' and 'Subject' dropdowns, and a 'Go' button. Below the form is a table of courses. A green arrow points to the 'ENGR:1430' row in the table.

Subject:Course	Title	Final Exam Assignment Needs Fully Submitted
ENGR:0000	Co-op Ed Training Assign Engineering	X
ENGR:0002	Half-time Co-op Ed Training Assign Eng	X
ENGR:0004	Academic Co-op Ed Training Assign Eng	X
ENGR:1300	Engineering Problem Solving II	X
ENGR:1430	Introduction to Engineering Design	✓
ENGR:1431	Principles of Engineering	X
ENGR:1432	Digital Electronics	X
ENGR:1433	Computer Integrated Manufacturing	X
ENGR:1434	Civil Engineering and Architecture	X
ENGR:1435	Aerospace Engineering	X
ENGR:1436	Biotechnical Engineering	X
ENGR:1437	Comp Science and Software Engineering	X
ENGR:1440	Environmental Sustainability	X
ENGR:2110	Engineering Fundamentals I: Statics	X
ENGR:2120	Engr Fund II: Electrical Circuits	X
ENGR:2130	Engr Fund III: Thermodynamics	X
ENGR:2510	Fluid Mechanics	X
ENGR:2710	Dynamics	X
ENGR:2720	Materials Science	X
ENGR:2730	Computers in Engineering	X
ENGR:2750	Mechanics of Deformable Bodies	X
ENGR:2760	Design for Manufacturing	X
ENGR:4000	Engineering Honors Seminar	X
ENGR:4001	Ldrshp Sem: Mediocrity is Not an Option	X

Step 4: Designate the type of final exam date/time assignment needed for a course section(s) by selecting the applicable “Section Number(s)” and the appropriate final exam assignment action: 1.) *Assign Individual Exam*, 2.) *Assign Combined Exam* or 3.) *No Exam Assignment Needed*

Important Notes:

- Final exam assignments may be used to administer written or oral examinations, course project presentations or discussions, paper/project/take-home exam due dates, course evaluations or other discipline appropriate cumulative assessment methods as determined by the administrative home department in accordance with college and university policies.
- In order to change a requested exam assignment(s), you must delete it by selecting the X next to the applicable entry and then rebuild it as needed.
- Departments requesting to have an extension section, 0EX_, given a final exam assignment by the Office of the Registrar should make sure to notify the Division of Continuing Education of their intentions.
- Departments who find it helpful to have additional course section details such as meeting dates and patterns while completing their assignment needs, may:
 - 1.) click on the section number to display that individual course section’s summary screen or
 - 2.) there is a report called “Course Offering - Course Sections for Final Exams” located in MAUI under the Registrar area of the Reports dashboard which allows academic users to view the basic details for all of their scheduled course sections.

MAUI Logged in as

Home Admissions Advising **Registrar** Billing Financial Aid Settings

Quick Links: Reports | Workflow | Messages

Offerings Planner > Final Exam Needs - Spring 2016

Spring 2016
ENGR:1300 - Engineering Problem Solving II [Return to Course Exam Needs List](#)

Lecture and Stand-alone Sections Eligible for Assignment

Note: Exam assignments may be used to administer written or oral examinations, course project presentations or discussions, paper/project/take-home exam due dates, course evaluations or other discipline appropriate cumulative assessment methods as determined by the administrative home department in accordance with college and university policies.

Select All	Section Number	Primary Instructor	Section Type
<input type="checkbox"/>	0001	Faculty, E F	Stand-alone
<input type="checkbox"/>	0002	Faculty, G H	Stand-alone
<input type="checkbox"/>	0003	Faculty, J K	Stand-alone
<input type="checkbox"/>	0004	Faculty, J K	Stand-alone
<input type="checkbox"/>	0005	Faculty, L M	Stand-alone
<input type="checkbox"/>	0006	Faculty, L M	Stand-alone

Assign Individual Exam

Assign Combined Exam

No Exam Assignment Needed

SAVE

“Assign Individual Exam” Example:

Section 0001 & 0002 will each be giving their own individual final exam. Select section 0001 & 0002, then click the “Assign Individual Exam” button.

[Offerings Planner](#) > Final Exam Needs - Spring 2016

Spring 2016
ENGR:1300 - Engineering Problem Solving II [Return to Course Exam Needs List](#)

Lecture and Stand-alone Sections Eligible for Assignment

Note: Final exam assignments may be used to administer written or oral examinations, course project presentations or discussions, paper/project/take-home exam due dates, course evaluations or other discipline appropriate cumulative assessment methods as determined by the administrative home department in accordance with college and university policies.

Select All	Section Number	Primary Instructor	Section Type
<input checked="" type="checkbox"/>	0001	Facultv. E F	Stand-alone
<input checked="" type="checkbox"/>	0002	Facultv. G H	Stand-alone
<input type="checkbox"/>	0003	Facultv. J K	Stand-alone
<input type="checkbox"/>	0004	Facultv. J K	Stand-alone
<input type="checkbox"/>	0005	Facultv. L M	Stand-alone
<input type="checkbox"/>	0006	Facultv. L M	Stand-alone

Assign Individual Exams
Assign Combined Exam
No Exam Assignment Needed
SAVE

An individual exam entry is created under the “Final Exam Assignment Requests” section for both course section 0001 & 0002. In order to complete the request, classroom accommodation needs must also be indicated. See Step 5.

[Offerings Planner](#) > Final Exam Needs - Spring 2016

Spring 2016
ENGR:1300 - Engineering Problem Solving II [Return to Course Exam Needs List](#)

Lecture and Stand-alone Sections Eligible for Assignment

Note: Final exam assignments may be used to administer written or oral examinations, course project presentations or discussions, paper/project/take-home exam due dates, course evaluations or other discipline appropriate cumulative assessment methods as determined by the administrative home department in accordance with college and university policies.

Select All	Section Number	Primary Instructor	Section Type
<input type="checkbox"/>	0003	Facultv. J K	Stand-alone
<input type="checkbox"/>	0004	Facultv. J K	Stand-alone
<input type="checkbox"/>	0005	Facultv. L M	Stand-alone
<input type="checkbox"/>	0006	Facultv. L M	Stand-alone

Exam request created.

Assign Individual Exam
Assign Combined Exam
No Exam Assignment Needed
SAVE

Final Exam Assignment Requests

Note: All requests for general assignment classroom accommodations will be made as classroom resources allow. Requests will be accommodated as fully as is possible in as few rooms as possible and as close together as is possible. Careful consideration should be taken when requesting double seating (two seats per student) as multiple classroom facilities will more than likely be assigned given the available general assignment classroom pool and their seating capacities.

Section Number(s)	Classroom Needs	Special Needs
Section 0001 (Primary Instructor: Faculty, E F	* <input type="text"/>	<input type="text"/>
Section 0002 (Primary Instructor: Faculty, G H	* <input type="text"/>	<input type="text"/>

“Assign Combined Exam” Example:

Section 0003 & 0004 will be combined so they may test together at the same time and location. Select section 0003 & 0004, then click the “Assign Combined Exam” button.

[Offerings Planner](#) > Final Exam Needs - Spring 2016

Spring 2016
ENGR:1300 - Engineering Problem Solving II [Return to Course Exam Needs List](#)

Lecture and Stand-alone Sections Eligible for Assignment

Note: Final exam assignments may be used to administer written or oral examinations, course project presentations or discussions, paper/project/take-home exam due dates, course evaluations or other discipline appropriate cumulative assessment methods as determined by the administrative home department in accordance with college and university policies.

Select All	Section Number	Primary Instructor	Section Type
<input checked="" type="checkbox"/>	0003	Faculty, J K	Stand-alone
<input checked="" type="checkbox"/>	0004	Faculty, J K	Stand-alone
<input type="checkbox"/>	0005	Faculty, L M	Stand-alone
<input type="checkbox"/>	0006	Faculty, L M	Stand-alone

Assign Individual Exams

Assign Combined Exam

No Exam Assignment Needed

SAVE

A single exam entry is created under the “Final Exam Assignment Requests” with both course section 0003 & 0004 included in it. In order to complete the request, classroom accommodation needs must also be indicated. See Step 5.

[Offerings Planner](#) > Final Exam Needs - Spring 2016

Spring 2016
ENGR:1300 - Engineering Problem Solving II [Return to Course Exam Needs List](#)

Lecture and Stand-alone Sections Eligible for Assignment

Note: Final exam assignments may be used to administer written or oral examinations, course project presentations or discussions, paper/project/take-home exam due dates, course evaluations or other discipline appropriate cumulative assessment methods as determined by the administrative home department in accordance with college and university policies.

Select All	Section Number	Primary Instructor	Section Type
<input type="checkbox"/>	0005	Faculty, L M	Stand-alone
<input type="checkbox"/>	0006	Faculty, L M	Stand-alone

Exam request created.

Assign Individual Exam

Assign Combined Exam

No Exam Assignment Needed

SAVE

Final Exam Assignment Requests

Note: All requests for general assignment classroom accommodations will be made as classroom resources allow. Requests will be accommodated as fully as is possible in as few rooms as possible and as close together as is possible. Careful consideration should be taken when requesting double seating (two seats per student) as multiple classroom facilities will more than likely be assigned given the available general assignment classroom pool and their seating capacities.

Section Number(s)	Classroom Needs	Special Needs	
Section 0001 (Primary Instructor: Faculty, E F)	* <input type="text"/>	<input type="text"/>	X
Section 0002 (Primary Instructor: Faculty, G H)	* <input type="text"/>	<input type="text"/>	X
Section 0003 (Primary Instructor: Faculty, J K) Section 0004 (Primary Instructor: Faculty, J K)	* <input type="text"/>	<input type="text"/>	X

“No Exam Assignment Needed” Example:

Section 0005 & 0006 will not be giving an assessment. Select section 0005 & 0006, then click the “No Exam Assignment Needed” button.

[Offerings Planner](#) > Final Exam Needs - Spring 2016

Spring 2016
ENGR:1300 - Engineering Problem Solving II [Return to Course Exam Needs List](#)

Lecture and Stand-alone Sections Eligible for Assignment

Note: Final exam assignments may be used to administer written or oral examinations, course project presentations or discussions, paper/project/take-home exam due dates, course evaluations or other discipline appropriate cumulative assessment methods as determined by the administrative home department in accordance with college and university policies.

Select All	Section Number	Primary Instructor	Section Type
<input checked="" type="checkbox"/>	0005	Facultv. L M	Stand-alone
<input checked="" type="checkbox"/>	0006	Facultv. L M	Stand-alone

Assign Individual Exams

Assign Combined Exam

No Exam Assignment Needed

SAVE

An individual entry is created under the “No Final Exam Assignment Requested” section for both course section 0005 & 0006.

[Offerings Planner](#) > Final Exam Needs - Spring 2016

Spring 2016
ENGR:1300 - Engineering Problem Solving II [Return to Course Exam Needs List](#)

Lecture and Stand-alone Sections Eligible for Assignment

Note: Final exam assignments may be used to administer written or oral examinations, course project presentations or discussions, paper/project/take-home exam due dates, course evaluations or other discipline appropriate cumulative assessment methods as determined by the administrative home department in accordance with college and university policies.

Section Number	Primary Instructor	Section Type
Final exam assignment needs have been indicated for all sections scheduled at this time. If additional sections are scheduled, departments will need to remember to submit the applicable final exam assignment needs for those sections at that time.		

No Final Exam Assignment Requested

Section Number	Primary Instructor	Section Type	
0005	Faculty, L M	Stand-alone	X
0006	Faculty, L M	Stand-alone	X

Course section marked as no assignment needed.

Assign Individual Exam

Assign Combined Exam

No Exam Assignment Needed

SAVE

Final Exam Assignment Requests

Note: All requests for general assignment classroom accommodations will be made as classroom resources allow. Requests will be accommodated as fully as is possible in as few rooms as possible and as close together as is possible. Careful consideration should be taken when requesting double seating (two seats per student) as multiple classroom facilities will more than likely be assigned given the available general assignment classroom pool and their seating capacities.

Section Number(s)	Classroom Needs	Special Needs	
Section 0001 (Primary Instructor: Faculty, E F)	* <input type="text"/>	<input type="text"/>	X
Section 0002 (Primary Instructor: Faculty, G H)	* <input type="text"/>	<input type="text"/>	X
Section 0003 (Primary Instructor: Faculty, J K) Section 0004 (Primary Instructor: Faculty, J K)	* <input type="text"/>	<input type="text"/>	X

Step 5: Indicate the classroom needs preferred for each final exam assignment requested by selecting the applicable option in the “Classroom Needs” dropdown: 1.) *No General Assignment Classroom Needed*, 2.) *General Assignment Classroom with Single Seating Preferred* or 3.) *General Assignment Classroom with Double Seating Preferred*

- 1.) If the use of a general assignment classroom *will not* be needed for the requested exam, select “No General Assignment Needed”. This would include situations where either no classroom of any kind is needed, such as for a project deadline, or if a departmentally controlled location to be secured by the instructor or course administrative home department will be used.
- 2.) If the use of a general assignment classroom *will* be needed for the requested exam, select the exam seating type of either “General Assignment Classroom with Single Seating Preferred” (*one seat per student*) or “General Assignment Classroom with Double Seating Preferred” (*two seats per student*).

Important Notes:

- All requests for general assignment classroom accommodations will be made as classroom resources allow. Requests will be accommodated as fully as possible in as few rooms as possible and as close together as is possible. Careful consideration should be taken when requesting double seating (*two seats per student*) as multiple classroom facilities will more than likely be assigned given the available general assignment classroom pool and their seating capacities.
- To assist faculty with their exam arrangements, general assignment classrooms with an actual seating capacity of 100 or more have been outfitted with seat and row number identifications. [Seating layout plans](#) for these rooms are available online. Some faculty have found it possible to employ the use of single seating by using these layouts to create an assigned seating chart for their exam.
- Special classroom or scheduling needs for the requested exam may be included in the “Special Needs” column. This would include items such as the exam should be given a combined assignment with a different subject:course:section; the exam will be open book and would prefer table and chair seating if possible; no room is needed as students will be turning in projects to their instructor’s office; or a department room will be assigned for the exam.
- Requests to use specific general assignment classrooms will only be given consideration in those situations where specialized equipment is required, such as TILE classroom usage.

Final Exam Assignment Requests

Note: All requests for general assignment classroom accommodations will be made as classroom resources allow. Requests will be accommodated as fully as is possible in as few rooms as possible and as close together as is possible. Careful consideration should be taken when requesting double seating (two seats per student) as multiple classroom facilities will more than likely be assigned given the available general assignment classroom pool and their seating capacities.

Section Number(s)	Classroom Needs	Special Needs
Section 0001 (Primary Instructor: Faculty, E F)	<ul style="list-style-type: none"> * No General Assignment Classroom Needed * General Assignment Classroom with Single Seating Preferred * General Assignment Classroom with Double Seating Preferred 	<input type="checkbox"/>
Section 0002 (Primary Instructor: Faculty, G H)		<input checked="" type="checkbox"/>
Section 0003 (Primary Instructor: Faculty, J K) Section 0004 (Primary Instructor: Faculty, J K)		<input checked="" type="checkbox"/>

Final Step: SAVE your requested final exam assignment needs. Departments may change their requested final exam assignment needs and re-save them any time during the submission period.

[Offerings Planner](#) > **Final Exam Needs - Spring 2016**

Spring 2016
ENGR:1300 - Engineering Problem Solving II [Return to Course Exam Needs List](#)

✓ Your exam needs have been saved.

Lecture and Stand-alone Sections Eligible for Assignment

Note: Final exam assignments may be used to administer written or oral examinations, course project presentations or discussions, paper/project/take-home exam due dates, course evaluations or other discipline appropriate cumulative assessment methods as determined by the administrative home department in accordance with college and university policies.

Section Number	Primary Instructor	Section Type
Final exam assignment needs have been indicated for all sections scheduled at this time. If additional sections are scheduled, departments will need to remember to submit the applicable final exam assignment needs for those sections at that time.		

No Final Exam Assignment Requested

Section Number	Primary Instructor	Section Type	
0005	Garvin, Justin Wayne	Stand-alone	X
0006	Garvin, Justin Wayne	Stand-alone	X


Final Exam Assignment Requests

Note: All requests for general assignment classroom accommodations will be made as classroom resources allow. Requests will be accommodated as fully as is possible in as few rooms as possible and as close together as is possible. Careful consideration should be taken when requesting double seating (two seats per student) as multiple classroom facilities will more than likely be assigned given the available general assignment classroom pool and their seating capacities.

Section Number(s)	Classroom Needs	Special Needs	
Section 0001 (Primary Instructor: Dove, Edwin L)	* No General Assignment Classroom Needed		X
Section 0002 (Primary Instructor: Dove, Edwin L)	* General Assignment Classroom with Single Seating Preferred		X
Section 0003 (Primary Instructor: Christensen, Gary E) Section 0004 (Primary Instructor: Christensen, Gary E)	* General Assignment Classroom with Double Seating Preferred		X

Assign Individual Exam
Assign Combined Exam
No Exam Assignment Needed

SAVE



Important Notes:

- The final exam assignment needs for all course sections within a subject should be completed by the administrative home department. In the event, a department has not indicated the final exam assignment needs for a course section(s) by the submission deadline, the criteria indicated below will be used to schedule final exam assignments for the course section(s).

**Final Exam Assignment Scheduling Criteria used by the Office of the Registrar
in the Event Incomplete or No Information is received by the Submission Deadline**

The following criteria pertains to the Business, Education, Engineering, Graduate, Liberal Arts and Sciences, Nursing, Public Health and University Colleges.

In the event we receive incomplete information or do not receive any information from a department by the submission deadline, final examination assignments will be automatically assigned to lecture and stand-alone course sections by the Office of the Registrar using the following criteria:

- 1.) *Final examination assignments will only be given to course sections whose administrative home department belongs to one of the following: Business, Education, Engineering, Liberal Arts and Sciences, Nursing, Public Health, Graduate or University Colleges.*
- 2.) *Final examination assignments will not be given to course sections whose administrative home department belongs to one of the following: Colleges of Dentistry, Law, Medicine or Pharmacy*
- 3.) *Undergraduate level courses (those course sections with course numbers below 5000 in the new numbering system or below 6000 in the case of the College of Engineering) only will be given a date and time assignment. A general assignment classroom will only be assigned to those course sections which are scheduled to regularly meet throughout the semester in a general assignment classroom and will only be assigned single seating (one seat per student).*
- 4.) *Graduate level courses (those course sections with course numbers of 5000 and above in the new numbering system or 6000 and above in the case of the College of Engineering) will not be given a date, time or location assignment.*
- 5.) *Extension or off campus course sections will not be given a date, time or location assignment.*
- 6.) *Course sections with arranged (ARR) meeting patterns will not be given a date, time or location assignment.*
- 7.) *Course sections with scheduled meeting patterns and arranged (ARR) locations will only be given a date and time assignment. No location will be assigned.*
- 8.) *Course sections with scheduled meeting patterns and scheduled to meet in a college or departmentally controlled location will only be given a date and time assignment. No location will be assigned.*

Have Questions?: Questions regarding how to submit final exam needs in MAUI or scheduling questions in general should be addressed to the Office of the Registrar (reg-exams@uiowa.edu).