CASA - CBB

Classroom and Business Building, Room 242

What do my students need to know?

1. All students required to take a test in CASA - CBB must have a reservation prior to entering the labs. In order to make a reservation, you will need to follow the steps below in order to have access to the Online Scheduler.

2. CASA has two locations: CASA – GAR (Garrison Gym) and CASA – CBB (Classroom and Business Building). Students required to take exams at either CASA location will need to first, create an account using the CASA online scheduler and then visit **CASA-GAR** to register their photo and fingerprints into the system.

3. If you do not have an account with CASA, then you will need to go to the CASA website at http://www.casa.uh.edu/ and register to obtain your Log-in ID and Password. Click on "NEW USERS: Click here to register".

4. **After creating an account**, students are required to visit **CASA-GAR** located on the second floor of the **Garrison Gym, Room 222** to register their photo and finger print into the system. This should be completed at the beginning of the semester to avoid delay at check-in on the day of your exam. Students will not be able to take their exam if they have not completed the registration process.

5. Students are required to read the **Student Information** prior to exam day so that they are aware of the policies and procedures.

6. **All students are required to have a reservation.** Students who do not have a reservation will not be able to take their exam at either location at CASA. No exceptions!

7. Students must present their **red UH CougarCard ID** at check in and check out. **No one will be admitted without that identification even if he/she has a reservation.**

8. Students are required to check all personal belongings with the lab staff before checking in for their exam.

9. Students need to come prepared to log on to their **Blackboard account** and know their password for logging on.

10. Students **will not** be able to access their exam in the CASA - CBB using accessUH at: https://accessuh.uh.edu.

11. Check in **begins 20 minutes** prior to their reservation time.

12. If a student arrives more than **15 minutes** late to their reservation, then the student has missed his or he exam reservation.

13. If there are slots available for taking the exam during the scheduled period, the student can re-register for the exam. If there are no slots available, the instructor will need to make other arrangements for the student based on expectations the instructor has set at the beginning of the semester. **Seats cannot and will not be added to the online reservation for a student who has missed an exam.**

14. **Students should not log into their Blackboard account if they do not know their log-in information**. Multiple incorrect attempts will lock the student's account for 30 minutes. Students may not receive additional time on their exam due to failed log-in attempts.