

RCS Chronicles

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University of Arizona

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Spring 2009 Greenbars

We would like to thank all those who came to Greenbar Training in preparation for submitting their Spring 2009 offerings. We had a good turnout for each of the sessions, where we reviewed what departments need to know to get the best results when we assign rooms for the semester.

If you were unable to come to a training session, or if you came and still have questions, please let us know! We know that greenbars can get confusing, and we're here to help. Just give us a call or drop by our office with your greenbar and your questions and we will work with you to get everything in order. We will be available to go over greenbars with you right up to the due date of June 18th.

On pages 3 and 4 you will find a few of the most common mistakes we find on greenbars. Please take a minute to look over these errors so you can avoid them when you submit your department's offerings. Filling out your greenbars carefully will help to make the room assignment process quick and beneficial for everyone.



Tier One Greenbars due: May 28th, 2008



Departmental Greenbars due: June 18th, 2008

New RCS Online Forms

The long-awaited new RCS online forms are almost ready! We are currently doing trial runs with a few departments, and hope to have them available for general use by early June.

Aside from being cleaner looking and easier to use, the new forms are linked to SIS and the General Catalog. This will make it easier for you to see which courses you have in the system, as well as which sections can be changed, cancelled or reinstated. You will also be able to tell if you are requesting a course that has not yet been approved in SIS.

With a new look, a listing of what is currently in SIS, and greater ease of submission, the new forms are really something to get excited about!



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Guidelines for Posting Comments

Comments are very helpful for communicating information that would otherwise have no place to be listed. Information such as the meeting place of an off-campus course, or the theme of a Special Topics section, can be easily communicated to students through comments on the Schedule of Classes.

Along with the freedom of being able to post comments to the Schedule of Classes comes the responsibility to bring accurate and appropriate information to the students of the University of Arizona. While the vast majority of comments submitted to RCS are perfectly fine, we have found that some comments can cause more harm than good.

Because of their problematic nature, comments containing the following information will not be posted on the Schedule of Classes:

- Course descriptions
- Prerequisites for courses
- Dollar amounts for special course fees
- Any information contrary to how a course has been approved, such as listing a required field trip that was not approved for the course

Course descriptions, prerequisites, and course fees are already easily accessible to students from the Schedule of Classes, and while we do not mind listing information twice, giving students conflicting information is a problem. In order to avoid the risk of listing conflicting information, comments will not be posted if they contain information that is already officially listed on the Schedule of Classes or the General Catalog.

In the case of courses that require field trips, comments can be useful to students planning their semester- a comment can tell a student where and when a field trip will be held, while the Schedule of Classes only tells them that a field trip is required. In listing this information, it is important to remember that students can not be required to participate in field trips which the course was not approved to include.

If you find that the course description, prerequisites or special fee for a course need to be updated in the General Catalog, you can work with Sandy Gonzales (Beeler) through the Form Link process to make the necessary changes. Please do not use comments to list a course description for newly approved courses; course descriptions are updated on a monthly basis and therefore will not be posted as comments.

Finally, course subtitles are not appropriate content for comments. The only courses approved to have subtitles are Tier One courses, Critical Languages courses, and certain UNVR Colloquia. To give the subject of a Special Topics course or another course with material that varies from semester to semester, please list instead the "Course Topic."

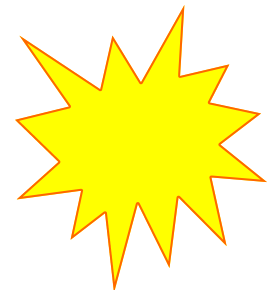
These policies have been put in place to reduce confusion, and should do so for students and staff alike. If you have any questions about whether specific comments are appropriate to be posted on the Schedule of Classes, feel free to contact RCS by phone or email and we can help you.



SCREEN 131 TRAINING
JOIN US FOR ONE OF THE FOLLOWING SESSIONS IN JUNE:

THURSDAY, JUNE 5, 2-3PM
FRIDAY, JUNE 13, 10-11AM

ALL SESSIONS ARE HELD IN MODERN LANGUAGES 347
CALL 621-3313 TO RSVP.



New Individual Studies Policies

The Undergraduate Council, Curriculum & Policies Subcommittee & Working Group, Graduate Council, Academic Deans, Provost Management, ICPC, and Faculty Senate have recently approved changes to the Policies regarding Individual Studies Courses. One important change to the policy is that beginning

The following Individual Studies Courses will use the S, P, F, I, W grade type:

Preceptorship: 191, 291, 391, 491, 591, 691, 791

Internship: 193, 293, 393, 493, 593, 693, 793

Legislative Internship: 493L, 593L

Practicum: 194, 294, 394, 494, 594, 694, 794

Independent Study: 199, 299, 399, 499, 599, 699, 799

in Fall 2008, Individual Studies courses will carry grades of S, P, F, I, W, except for Directed Research (392, 492) and Independent Study– Honors (199H, 299H, 399H, 499H).

For more information and a complete listing of the Policies for Individual Studies Courses, please visit the following website:

<http://catalog.arizona.edu/2008-09/policies/individual.htm>

Common Greenbar Mistakes— and how to avoid them!

Equipment Field

It is important to format everything on the Greenbars correctly, and the equipment field is a common place for mistakes. Be sure to place the letter corresponding to the equipment preference and then place a number to indicate the need. Separate more than one preference with a comma. The scale goes from 1 (casual need) to 9 (absolute necessity). Please refer to the instruction packet for a list of equipment codes. Here are some examples:

- Incorrect: T-9, 8P, Video Camera Stand9!,
- Correct: T9,P8,Q9

Be sure to ask for things that make sense. For instance, no room has a stage **AND** movable tables and chairs. Asking for conflicting equipment like this makes it hard to schedule a room for you.

Wrong Building Abbreviation / No Room

Another common error we see is using incorrect building abbreviations in the building field. We need to have the same abbreviation that you see in SIS.

- Incorrect: M LANG, A ME and Soc Sciences.
- Correct: M LNG, AME and S SCI.

You can find a list of these abbreviations in SIS by placing your cursor on the BLDG field (on screen 134) and pressing the F2 key. If you do not have access to SIS, you can also refer to the UAAV website or the RCS website - Centrally Scheduled Room list for help.

It is also common for people to place a building in the building preference but leave the room preference blank. Unfortunately this will not simply give you a room in the building. Both building and room preferences need to be there.

Continued on page 4

Common Greenbar Mistakes, cont'd from page 3

Co-Convening: Enrollments & Room Capacities

When co-convening sections, it is a common error to list the combined number of available seats as the max enrollment for each section. In this example, sections 1 and 2 meet together, as do 3 and 4. Each section should have a max enrollment of 115, not 230. The "incorrect" example implies that a room with a capacity of 460 is needed. Also, it is not necessary to list an enrollment for a second segment; it will always be the same as the first. Leaving these cells blank is the easiest thing to do.

(some columns have been omitted below for clarity)

INCORRECT

Course	Section	Segment	Days	Start	Stop	Building	Room No	Max Enroll	Room Cap	Co-Convened Course
CHEM103A	001	1	TR	1100AM	1215PM	CHEM	111	230	247	CHEM103A001
CHEM103A	001	2	W	0300PM	0350PM	CHEM	134	230	142	
CHEM103A	002	1	TR	1100AM	1215PM	CHEM	111	230	247	CHEM103A001
CHEM103A	002	2	W	0200PM	0250PM	CHEM	134	230	142	
CHEM103A	003	1	TR	0200PM	0315PM	CHEM	111	230	247	CHEM103A003
CHEM103A	003	2	T	0900AM	0950AM	CHEM	134	230	142	
CHEM103A	004	1	TR	0200PM	0315PM	CHEM	111	230	247	CHEM103A003
CHEM103A	004	2	R	1000AM	1050AM	CHEM	134	230	142	

CORRECT

Course	Section	Segment	Days	Start	Stop	Building	Room No	Max Enroll	Room Cap	Co-Convened Course
CHEM103A	001	1	TR	1100AM	1215PM	CHEM	111	115	247	CHEM103A001
CHEM103A	001	2	W	0300PM	0350PM	CHEM	134		142	
CHEM103A	002	1	TR	1100AM	1215PM	CHEM	111	115	247	CHEM103A001
CHEM103A	002	2	W	0200PM	0250PM	CHEM	134		142	
CHEM103A	003	1	TR	0200PM	0315PM	CHEM	111	115	247	CHEM103A003
CHEM103A	003	2	T	0900AM	0950AM	CHEM	134		142	
CHEM103A	004	1	TR	0200PM	0315PM	CHEM	111	115	247	CHEM103A003
CHEM103A	004	2	R	1000AM	1050AM	CHEM	134		142	

University of Arizona

Room and Course Scheduling
 Modern Languages 347
 Phone: 520-621-3313 Fax: 520-626-9301
rcschedule@listserv.arizona.edu
www.registrar.arizona.edu/rcs/