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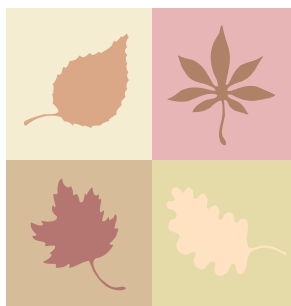
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Fall 2011 Forthcoming

The Fall semester is right around the corner. As we near the start of this new semester please review the information for all of your sections in the Schedule of Classes. Please also notify instructors of their assigned rooms. If changes to your sections are needed, please submit those requests as soon as possible. The sooner we receive your



request, the sooner we will be able to make the necessary changes and have the correct information displaying on the Schedule of Classes. If a room change is necessary, the sooner we receive the request to change rooms, the more likely we will be able to find a room that meets the needs of the course.

UITS Classroom Technology Services provides a wonderful resource you can share with instructors. The Rooms on the Web site provides information about all centrally scheduled classrooms including the room capacity, seating configuration, technology available in the room, and is complete with pictures of each classroom from both the student's and instructor's viewpoints. This resource is available at <http://ctsrooms.arizona.edu>.



Event Requests

When submitting event requests, please allow adequate processing time for Room and Course Scheduling to schedule your request. We cannot guarantee that our office will be able to process and schedule event requests submitted to our office less than 48 hours prior

to the event. We will do our best to accommodate these requests, but we cannot guarantee that they will be scheduled. With advance notification of your event, our office will have more time and availability of resources to schedule your request and work with you to

make sure your event is scheduled in a room that satisfies the needs of your event. Please submit your requests early, as requests are processed in the order they are received, and room availability for events is on a first come, first served basis.



The most accurate source of information for a course is the Course Catalog.

Cross Listed Courses

To determine whether or not a course is cross-listed, it is best to look at the most accurate source for information about a course, the Course Catalog. Log in to UAccess Student, navigate to Curriculum Management, Course Catalog, then Course Catalog, and search for the course. The first tab of information is the “Catalog Data” tab. On this tab to see if a course is cross listed, look in the top right hand corner for a section that says “Course Offering”. You may also navigate to the “Offerings” tab to view more specific information about each of the multiple offerings. If the course offering says “1 of 1” then the course is NOT cross-listed. If the course offering for example says “1 of 3”, then you can use the arrows to scroll through the offering numbers. If there are different subject areas for offering numbers 2 and 3, then you know that the course is indeed cross-listed. The department listed as offering number 1 is always the home department for the course. Any requests to update information about this course or its sections must be submitted by the home department.

Using Browse Catalog will

allow you to see the departments that are cross-listed, but will not give you information about which department is the home department.

Please do not rely on the “Basic Data” tab in “Maintain Schedule of Classes” or “UA Schedule of Classes Update”. The “Equivalent Course Group” listed there is NOT a reliable source of information about cross-listed courses. This information is used for degree audits and historical record purposes, and information in this field should not be used to determine if a course is cross-listed. The most accurate place for information about a course is the course catalog.

Room Availability

When asked for the availability of a room, RCS personnel will politely and respectfully decline from giving out this information over the phone. This is actually for your benefit. If we were to inform you that a particular room is available, you would then submit your request with the hope and understanding you would be able to utilize the room. However, Room & Course Sched-

uling processes requests in the order they are received. So, it is possible that by the time we actually process your request, another request may have already been scheduled in the room we once told you was available. This would be frustrating and inconvenient for everyone. So, the best way to find out room availability is to just submit the request. Then

as we are processing your request, we will be able to tell you what rooms are available, and we can go ahead and schedule your event in the room that best suits your needs, rather than running the risk of another event being scheduled in that room.

University of Arizona

Room & Course Scheduling

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