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Looking Ahead: Fall 2012

With the start of the Fall semester just a few weeks away now is a perfect time to check room assignments for your courses. Please submit any necessary change requests to RCS as soon as possible. The earlier we receive your request, the more likely we will be able to find a room that will better suit the needs of the course. It will also make it more likely for RCS to post the correct room assignment in the Schedule of Classes by the first day of classes, lessening confusion for students and faculty. Waiting until the last minute to request a change will result in less room availability and longer processing time. If you plan on cancelling sections, please submit the cancel forms as soon as possible so that rooms may be made available for others needing a room.

Please also encourage your instructors to look at their room assignments. If they have questions about how to use technology, Classroom Technology Services has equipment demonstrations available for hands on learning. Contact them at 621-3852 to schedule an equipment demonstration.

In addition to checking room assignments, now is also a great time to double check other information in the Schedule of Classes, such as instructor workload and section units. You can update workload percentages for non-combined sections using "UA Schedule of Classes Update". For combined sections please submit the "Combined Section Instructor Workload Assignment Template" found on the RCS website under the link to 'Templates'. Updates to units assigned to a section can be made by submitting the "Component Unit Assignment Template".

Forms Get A Facelift

If you've logged into the RCS Online Course forms in the last few days, you've probably noticed some changes. The RCS Online Course Forms have been updated to help streamline the process of requesting Outreach College sections, eliminating the paper request forms that previously were required for Outreach sections. A new field, "Request Recipient", has been added to the top of the forms. If your department schedules Outreach sections, you will be able to toggle between RCS and Outreach, to denote which type of section the form is being submitted for. For regular sections, using the "RCS" option will allow you to submit forms as usual; for Outreach sections, selecting the "Outreach" option will allow you to submit the forms with the additional information the Outreach College requires, rather than submitting the paper request form. When you submit a form using the Outreach option, the form will route directly to the Outreach College for approval; once approval has been granted, the form will be sent to RCS and we will make the necessary updates to the Schedule of Classes as usual.

Student Organization Room Use

Student organizations that are recognized by ASUA have the opportunity to reserve Centrally Scheduled Rooms on campus through Room and Course Scheduling. To reserve a classroom a club must:

- Be recognized by ASUA with current president and treasurer information on the ASUA Approved Clubs list.
- Read and complete the Room Reservation Application. Completed applications need to be submitted in person to RCS.
- Submit the Online Club Event Request Form.

Departments should not reserve rooms for student organizations as clubs are subject to different room use policies. Clubs need to submit their own event requests. Departments that choose to submit event requests for student organizations will be financially responsible for any fees incurred based on the club room use policies.

Catalog Corner

Make sure you have access to the new Course and Fee Management Workflow

As you are aware, the new Course and Fee Management Workflow is now up and running, replacing the old Form Link. If you used to have access to Form Link or need to have access to add and change course material in the Course Catalog and do not yet have access to the new workflow, please take the necessary steps to obtain that access as soon as possible. To determine whether or not you currently have access you can try to log in to UAccess Student, Main Menu, then UA Curriculum Management. If you do not have that option, then you do not yet have access to the forms. Course and/or Fee Approvers and Reviewers simply need to request access using UAccess Provisioning. Course and/or Fee Requesters need to first complete online assessments prior to requesting access through UAccess Provisioning. Tutorials and more information about requesting access can be found by navigating to http://uits.arizona.edu/workshops and following the link to 'Course & Fee Management'.

If you already have access to the Course and Fee Management Workflow and would like additional training, please contact Sandy Gonzales. You may also consider taking advantage of Sandy's offer to attend faculty or curriculum committee meetings to present information about the new forms. One college is setting up workshops for department administrators, department heads and others using the workflow to go over the process and make sure everyone's provisioning is correct. Sandy is more than happy to arrange a similar training for your college during August and September.

Additional information and helpful tools for the new workflow can be found on the Course Approval Services website: http://www.registrar.arizona.edu/courseapproval/default.htm

Contact Sandy Gonzales to arrange for College level workshops. 621-1847

beelers@email. arizona.edu

RCS Quiz

1) A "Closed" class means _____
   a) The doors to the classroom are locked
   b) The section is not being offered
   c) The section has been properly cancelled
   d) The total number of enrolled students is equal to, or greater than the enrollment capacity

2) If I am informed that a classroom is locked I should _____
   a) Ask the instructor to pull directly out on the handle
   b) Scream until someone comes to open the door
   c) Call RCS
   d) Call 911

3) To verify the instructor workload of a section I should look in _____
   a) Curriculum Management ➡ Course Catalog ➡ Course Catalog ➡ Components Tab
   b) Curriculum Management ➡ Schedule of Classes ➡ Adjust Class Associations ➡ Class Components Tab
   c) Curriculum Management ➡ Schedule of Classes ➡ UA Schedule of Classes Update ➡ Meetings Tab
   d) All of the above

ANSWERS:

1) Correct Answer: D - When a section is designated in the Schedule of Classes as "Closed" it means that the number of currently enrolled students in that section is equal to or greater than the enrollment capacity and the section is now closed to further enrollments. However, many departments seem to be interchanging the terms "closed" and "cancelled". If the enrollment capacity will be set to zero or a section will not be offered, please submit a course cancel form so that we can cancel the section. If a section remains active with an enrollment capacity of zero, it gives false hope to students viewing that class on the Schedule of Classes thinking that the section may eventually open up seats. By formally cancelling the section the Schedule of Classes remains up to date with the most current and beneficial information available to students about which sections will be offered.

2) Correct Answer: A then C - Often the handle on the door may not turn, but the door will be unlocked. First have the individual try pulling straight out on the door handle. If the door still won't open, call RCS and we will have a technician come and open the classroom.

3) Correct Answer: D - Workload information in the Course Catalog populates information in Adjust Class Associations which populates information in the Workload Tab of the Meetings Tab. You will want to check all three places to make sure the instructor workload is correct. See the Fall 2012 article on page 1 for more information about how to make changes to the workload.

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