Final Exams

As we finish the Final Exam Week for the Fall 2012 semester, and as instructors are preparing syllabi for Spring 2013, Room and Course Scheduling would like to offer a few friendly reminders about Final Exams.

- Be sure to use the current website to check the final exam time for your sections. The current website is [http://www.registrar.arizona.edu/schedules/finals.htm](http://www.registrar.arizona.edu/schedules/finals.htm). Avoid using old bookmarks to the Final Exam webpage as they could provide out of date information. To be sure you are looking at the correct webpage, look for the semester clearly labeled on the page.

- Important information is included in the “Final Exam Regulations and Information” section of the website. It is important to review these regulations to make sure your department is in compliance.

- Faculty Senate policy prohibits all forms of exams (quizzes, take homes, etc.) during any scheduled class or on Reading Day during the calendar week in which regularly scheduled final exams begin.

- Fully Online classes may offer an online final exam, or an in person exam during the last period of the last day of final exams, or any time during final exam week at the student's convenience.

- No events or exams will be scheduled during the 30 minute passing period between final exams. Standard Final Exam times are 8:00am—10:00am, 10:30am—12:30pm, 1:00pm—3:00pm, 3:30pm—5:30pm, 6:00pm—8:00pm and 8:30pm—10:30pm.

- For the Fall 2013 semester Common Final Exam requests can be made for courses with four or more sections, or more than 200 students. These requests are due to RCS by January 4, 2013 before 5:00pm.

Dates to Remember

- **Monday 12/17/12** - 2134 Open Labs from 1:30pm—3:30pm in ILC 125
- **Tuesday 12/18/12** - 2134 Open Labs from 9:00am—11:00am in ILC 125
- **December 22nd - January 1st** - RCS closed for Winter Closure
- **Thursday 1/3/13** - 2134 Open Labs from 2:00pm—3:30pm in ILC 125
- **Friday 1/4/13** - 2134 Open Labs from 9:00am—11:00am in ILC 125
- **Friday 1/4/13** - Common Final Requests, Class Permission Opt-In Form, Room Use Grids and other 2134 related emails (such as cross-listed and co-convened sections meeting in the same room) due by 5:00pm
- **Sunday 1/6/13** - Open Scheduling period access for Fall 2013 ends at 11:59pm
Edit Instructor Information All Year

Room and Course Scheduling is pleased to announce a new update to UAccess allowing department representatives to update instructor information for combined sections throughout the year. Previously department representatives could only make changes to instructor information for combined sections during the Open Scheduling period, and had to contact RCS for any updates after the Open Scheduling period ended. Beginning this week, department representatives can now update instructor information for combined sections even after the Open Scheduling period ends. To update instructor name, appearance on the Schedule of Classes, grade access, or workload for combined sections, navigate to Curriculum Management -> Schedule of Classes -> Schedule Class Meetings -> Meetings Tab. During the Open Scheduling period, department representatives can also update meeting patterns for combined sections in this same location. Other year-round updates to sections such as enrollment capacity, schedule print, department consent and instructor mode will continue to be accessible at Curriculum Management -> Schedule of Classes -> UA Schedule of Classes Update.

Hybrid Sections

In an effort to provide the most accurate, and least confusing information in the Schedule of Classes, beginning with the Summer 2013 semester any section with a Hybrid Instruction Mode will need to list a minimum of two meeting patterns in the Schedule of Classes. One of the meeting patterns will need to designate the specific in person meeting information to notify students of when and where they will need to meet in person. The second meeting pattern will list the room of “Online”. This meeting pattern can remain TBA and simply have the “Online” room listed. However, if there are specific times when students will need to be online for the section, those times and days can be listed in the Schedule of Classes.

For the Hybrid sections already existing in the Summer 2013 semester, Room and Course Scheduling will create both meeting patterns, and will be contacting departments if necessary for clarification of the in person meeting times. For the Fall 2013 semester, while you have access to edit information during the Open Scheduling period, please review your Hybrid sections and make sure there are at least two meeting patterns created; one for the in person meeting(s) and one with the “Online” room listed.

Review Spring 2013

With the beginning of the Spring 2013 semester only a few weeks away, now is a great time to review your department’s sections. Please take a few moments to share with your faculty their room assignments, and submit any necessary change requests to our office as soon as possible. Every semester Room and Course Scheduling receives a large number of requests during the first week of classes for instructors wanting to change rooms. This large influx of requests can cause delays in changing the location of sections. The sooner we have your change request, the sooner we will be able to process it, and the more likely we will be able to find a desired room for your faculty.

As you review your sections for Spring 2013, please also promptly notify RCS if you will be cancelling any sections with room assignments. This will help us to accommodate change requests in a more timely manner.
Congratulations Estrella!

Room and Course Scheduling student worker and U of A Senior Estrella Guillen will be graduating in December 2012. Estrella has been a part of RCS since the Fall 2007 semester, and over the years she has become an invaluable asset to our office. One of her primary responsibilities has been to help oversee final exams by scheduling events, making sure there are no room conflicts, and training new student workers and staff on how to manually schedule all events during finals week. I’m sure many of you have had the pleasure of working with Estrella and encountering her always cheerful and delightful demeanor. Her expertise and enthusiasm will be missed, but we wish her well on the adventures that await her. Please join with us in saying “Congratulations on Graduation, Estrella!”

PERC Definitions

On November 27th the Office of the Registrar hosted a presentation announcing the new functionality of PERC (Post Enrollment Requirement Checking). During that presentation RCS provided some explanation about what enrollment requirement groups are and how they are created. As further explanation, here are definitions of some commonly confused terms relating to requirement groups.

- **Requirement Group**: A bit of coded logic that specifies and enforces conditions for enrollment. Each Requirement Group is designated by a unique six digit number that can be applied to a course, section, or a certain number of seats within a section.

- **Requirement**: When speaking about Requirement Groups, a Requirement is one of the building blocks used to create a Requirement Group. A Requirement specifies one component of the criteria used in creating a Requirement Group, and there can be multiple Requirements in a single Requirement Group.

- **Pre-Requisite**: A course that must be taken prior to enrolling in another course.

- **Co-Requisite**: A course that must be taken simultaneously (in the same term) with another course. It is also helpful to understand that UAccess defines a co-requisite as a class that must be taken simultaneously with, or could have been taken previously to, another class.

- **Course Requisite**: A text field on the Course Catalog providing written information and recommendations for students to be successful in a course. Information in the Course Requisite field is not enforced; it is simply informational.

- **Class Notes**: A text field on the Schedule of Classes providing information to students. Information in the Class Notes cannot duplicate or conflict with information already contained elsewhere in the Course Catalog or Schedule of Classes.

- **Course Equivalencies**: A field on the Course Catalog containing information for GRO purposes about what courses are equivalent. If a student takes more than one course in a course equivalency group, the student will only be able to receive credit for one of the courses.

- **Allow In Progress**: This is a question that is asked before a new Requirement Group containing a pre-requisite course is created. If answered “Yes” then a student taking a pre-requisite course in the Fall semester will be able to register during their priority registration time in October/November for the next course offered in the Spring semester. If answered “No” then a student taking a pre-requisite course in the Fall semester must wait until grades are posted in December before they will be able to enroll in the next course in the Spring semester.
Happy Holidays From RCS!

Photo Credit: Isaiah Martinez

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