Spring 2013 Final Exams

Final Exam week is right around the corner. Room and Course Scheduling has been working hard to prepare for this important week. After scheduling common final exams, and checking for and resolving room conflicts, we are now scheduling event requests for events taking place during Final Exam week. When submitting event requests for Final Exam week please keep in mind that event start and end times should be confined within one of the approved Final Exam time periods. We cannot guarantee rooms will be available during the 30 minute passing periods as this is the time when any necessary maintenance in the rooms will take place. The official Final Exam time periods 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.

As a reminder to instructors, the Final Exam for a course section is based on the first meeting pattern of the primary component of the course. There should be no deviation from the officially scheduled Final Exam time. An alternate exam time may be offered, but the exam must also be offered during the regularly scheduled time. The Spring 2013 Final Exam schedule can be found at http://www.registrar.arizona.edu/schedule131/exams/131exams.htm. If there are any questions about when the final exam for a section should be held, do not hesitate to contact our office for clarification.

Dates to Remember

4/22/13 — Open Scheduling access for 2141 begins
4/29/13 — Open Scheduling Training from 10:00am—11:30am in M LNG 411
5/3/13—5/9/13 — 2131 Final Exams
5/13/13 — Summer Pre-Session begins
6/1/13 — Summer Pre-Session Final Exams
6/3/13 — Summer 5W1 Session begins
6/14/13 — Deadline for submission of 2141 room grids, common final exam requests by 5:00pm
6/16/13 — Open Scheduling access for 2141 closes at 11:59pm
   Deadline for submitting Expedited Course Modification form
9/1/13 — Deadline for submitting requests for new Enrollment Requirement Groups for 2141
   Deadline to submit additions/changes to the Course Catalog to guarantee visibility at Go-Live for 2141
New Requirement Groups for Tier One Courses

Tier One Courses have recently received a new addition. New enrollment requirement groups have been added to all Tier One Courses that previously were offered using the INDV, NATS or TRAD prefix. These new requirement groups will prevent students who took a specific course topic under the INDV, NATS or TRAD prefix from registering for that same course under the new Tier One Course numbering system. These specific requirement groups will not trigger the green/yellow icon on a section in the Class Search results page. Though you won’t see the “Open With Requirements” icon, if you view the section detail page of the Class Search you will be able to see the requirement groups listed. You can also view the requirement groups on these courses in the Course Catalog and the Adjust Class Association pages.
Tier One Courses & Orientation

You may have noticed that sections of Tier One courses for the Fall 2013 semester have low enrollment capacities. Do not worry, this is intentional. Throughout Priority Registration for continuing students and Freshman Orientation for incoming students the Office of the Registrar closely monitors the release of available seats in Tier One courses. Prior to each new group of students registering for classes, RCS will release a small number of seats based on the number of students registering in that group. This gradual release of seats will ensure that all students needing to take Tier One courses will be able to register for what they need. We want to make sure that even incoming Freshman students at the last orientation session will be able to register for Tier One courses. Once the seat release process has completed, all remaining seats will be released, and at that time the enrollment capacity for Tier One courses will show the total number you requested.

In the meantime if you need to verify the total number of seats you are planning to offer in your Tier One courses, you can look at the UA Target Enrollment value found by navigating to Curriculum Management > Schedule of Classes > UA Target Enrollment > UA Target Enrollment then searching for your course. Until the last Freshman Orientation has concluded in August, we respectfully ask that you please do not update the enrollment capacity for Tier One courses as this will interfere with the seat release process. If you need to make changes to the total number of seats that will be offered in your Tier One course, please submit an RCS Course Change request.

RCS Email
Expect a delay in response if you send an email to REG-rmsched@email.arizona.edu. Please direct all emails to RCS to rcschedule@list.arizona.edu

ILC Events
If you are holding an event in the centrally scheduled classrooms in ILC and want to ensure the room will be unlocked, please contact Classroom Technology Services, (520) 621-3852.

Evening/Weekend
Any updates to sections offered through Evening/Weekend need to be approved by the Outreach College. Please submit requests to update these types of sections through the RCS Online Forms and use the “Request Recipient: Outreach” option.

Noteworthy Announcements