

INSIDE THIS ISSUE:

2131 Final Exams	1
Dates to Remember	1
2141 Open Scheduling	2
Tier One Requirements	2
Tier One Seat Release	3
RCS Email	3
ILC Events	3
Evening/Weekend	3

RCS Staff:

Fernando Chavez—

*Assistant Registrar,
Courses & Scheduling*

Sandy Gonzales—

*Program Coordinator Sr.
Course Approval*

Abigail Sorg—

Database Specialist

Rebecca Drake—

Office Specialist Sr.

Denielle Swartz—

Office Specialist Sr.

Staff Assistants:

Dane Anderson

Alexis Cibrian

Marqus Dorame

Kara Hancock

Amber Hruska

Elisa Jauregui

Nicolette King

Oswaldo Macias

Fabian Sandez

Jose Valdez

Anthony Valenzuela

Alejandra Yepiz

University of Arizona RCS Chronicles

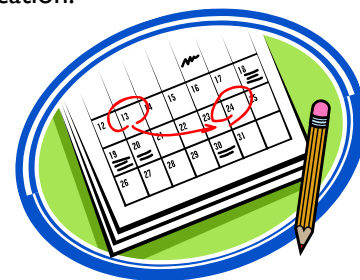
VOLUME 18, ISSUE 2

APRIL 2013

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/schedule/131/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

2141 Open Scheduling

The Open Scheduling period for the Spring 2014 semester has begun. Department representatives will have access to update their class section information directly into UAccess Student until **11:59pm on June 16th, 2013**. During this time department representatives should make any necessary updates to sections, remove any sections that will not be offered and add any sections that did not roll from the Spring 2013 schedule.

The end of the Open Scheduling period is also the due date for other important information: Common Final Exam requests, Class Permission Number Opt In/Opt Out requests, Room Grids and Expedited Course Modification forms are all due by **June 14th at 5pm**. If you have any sections meeting together that are both cross-listed and co-convened that need to be in two separate combinations, or if you have any courses with components which should be optional for students, please send that information to RCS via an email to rcschedule@list.arizona.edu. You may also submit component unit templates at this time.

Here are some other helpful reminders for Open Scheduling:

- Information on the Meetings tab for combined sections can be updated by navigating to Curriculum Management > Schedule of Classes > Schedule Class Meetings.
- Room requests should be entered on the UA Facility Prefer tab and not on the Meetings tab. Centrally scheduled rooms listed on the Meetings tab are not included as preferences in the room assignment process.
- The start and end dates on the Basic Data tab should include all activities related to a section. The start and end dates on the Meetings tab should reflect the dates on which the class will meet.
- Be sure to check and ensure that the session code on the Basic Data tab is correct. If a section is listed with the DYN or COC session code, you must specify the start and end dates each semester. The session codes for the Spring 2014 semester are defined by the following dates:
 - 1: Regular Academic Session: 1/15/14—5/7/14
 - 7W1: Seven Wk 1: 1/15/14—3/8/14
 - 7W2: Seven Wk 2: 3/10/14—5/7/14
 - DYN: Dynamic: Any combination of both start and end dates within the Regular Academic Session dates.
 - COC: Carry-over: Any combination of dates where the start date is within the Regular Academic Session dates, and the end date is after 5/18/14.

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.

Noteworthy Announcements

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.

Room & Course Scheduling

Modern Languages rm. 347

Phone: (520) 621-3313

Fax: (520) 626-9301

E-mail: rcschedule@list.arizona.edu