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University of Arizona RCS Chronicles

VOLUME 19, ISSUE 3

JULY 2014

Class Roster

When cancelling a class that has 5 or more students we encourage you to email those students and inform them of the cancellation. You can notify students from the class roster. To access the class roster go to Curriculum Management->Class Roster->Class Roster->Search for the course. Scroll down to the bottom of the page click “Select All” and then click “notify selected students.” When you are filling out the RCS Cancel Form click on “Other” (a comment box will pop up) and let RCS know that the students have been informed of the cancellation.

Adjust Class Associations

To verify units and component workload hours for a specific section go to Adjust Class Associations (view-only). When there are multiple required components of a course the units associated to each component live in the Course Catalog. As sections are created the units assigned to each component are populated in Adjust Class Associations based on the information from the Course Catalog, or at the request of the offering department

In cases where components are optional at the Course Catalog level the Catalog assigns all of the units for the course to the primary component, leaving 0 units assigned to the optional component(s). Then when the optional components are offered, at the Adjust Class Associations level the total units can be divided between all of the components being offered. When RCS creates the optional components at the Adjust Class Association level, and the Catalog has listed 0 units for the optional component, and the department has not specified on the request what the division of the units between components should be, RCS will divide the units based on the number of contact hours for each component.

[Click to view Instructor Workload power-point](#)

UA Vitae

Fields on the Schedule of Classes that impact UA Vitae:

- Workload hours in Adjust Class Associations
- At the section level where you list the instructors for that section
 - Assign Type should match the component of the course
- Load factor, also at the section level (Meetings tab)
- Instructor Role (Meetings tab): UA Vitae will only pull information for the Primary and Secondary instructor

Here are some resources you can use to validate that the information UA Vitae is pulling from the Schedule of Classes is accurate:

Faculty Load report: includes information about how many units have been assigned to each component, instructors assigned to each section and the percentage of credit they have been assigned (Analytics—>Dashboards—>Student—>Catalog and Schedule—>Faculty Load tab).

Component Unit template: Use this template if you would like RCS to split course units between two or more class components, and/or updating the units for a variable unit course (rcs.registrar.arizona.edu —>Templates—>Instructor Workload—>Instructor Workload Information).

Use the **Meetings** tab in UA Schedule of Classes Update or Schedule Class Meetings (for combined sections) to update instructor or workload information.

Updating instructor information after Open Scheduling

Once Open Scheduling has ended you can update instructor information in UA Schedule of Classes Update (Curriculum Management->Schedule of Classes->UA Schedule of Classes Update). If the section is combined you will not be able to edit instructor information here, instead go to Schedule Class Meetings (Curriculum Management->Schedule of Classes->Schedule Class Meetings).

Submitting grades for courses with multiple meeting patterns

In order for an instructor to access the grade roster for a section with multiple meeting patterns, the grade access for both meeting patterns needs to be identical. If the instructor is listed in one of the meeting patterns as having post access, but not on the second meeting pattern then they will not be able to post grades.

Honors Convocation

Family Weekend will take place starting October 10, 2014 to October 12, 2014. Classes will be cancelled on October 10, 2014 from 3:00pm-5:00pm.

Second Annual RCS Potluck!

Come and join us for our Second Annual RCS Potluck! RCS will be providing calabacitas, rice, beans, and drinks. An RSVP is not required but if you plan on attending send us an email so we can make sure we have enough utensils, plates, drinks, etc. The potluck will be on Wednesday, August 6th from 11:30 a.m. to 1:00 p.m. in Modern Languages 347. Please bring an item to share.