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Summer 2015

Room assignments for the Summer 2015 Schedule of Classes are now listed in UAccess Student. Please take some time to review the accuracy of the information currently listed in the Schedule of Classes for your department's sections. The Summer 2015 Schedule of Classes will go live for the public to view on March 1st.

- ***If you find any inconsistencies in your data*** (incorrect start or end time, classes scheduled in the incorrect departmental room, or incorrect room size; compared to the information you entered in UAccess Student during the Open Scheduling period), please email our office at rcschedule@list.arizona.edu as soon as possible and we will correct the issue.
- ***If you would like to request a different Centrally Scheduled Classroom for a class, or change to a different time***, please submit those requests using the RCS Online Forms.

Please note that our office has not yet processed the RCS Online Forms that have been submitted for the Summer 2015 semester. We will begin processing those requests after you have had a chance to initially review your room assignments. We will work to process as many forms as possible over the next few weeks before the Schedule of Classes goes live and we plan to have processed all the Summer 2015 requests by March 23rd when registration begins. Please do not hesitate to contact our office if you have any questions.

Room Configuration

Please remind your instructors that if they move tables and seats around during their class time that they need to replace the tables and seats back to the approved room configuration. Most rooms on the UITS website (ctsrooms.arizona.edu) have pictures of the approved configuration. Some Centrally Scheduled Classrooms will also have plaques posted on the wall with the approved configuration. Thank you for your assistance.

Standard Meeting times for Hybrid Course

Offering a Hybrid section? An In Person meeting and Online meeting (999-Online) are both required. If you are requesting a Centrally Scheduled room for the in person meeting it has to follow standard meeting times or it has to be during non-peak hours. Click to see [room usage guidelines](#).

Browse Course Catalog

If you've been to the Browse Course Catalog recently you may have noticed that some of your courses are listed twice. This is because any courses that have an iCourse offering are also displayed in Browse Course Catalog. In the example below, the first record of ABE 120 has the original flat fee of \$20. The second record for ABE 120 is the iCourse offering, which has the \$50 iCourse fee.

▼ **ABE - Agric & Biosystems Engr**

VIEW COURSE DESCRIPTIONS

Course Nbr	Course Title	Typically Offered	Per Unit Fee	Flat Fee	Other Fees	SUN#
120	Microcomputing Applications	Fall and Spring		\$20.00		
120	Microcomputing Applications	Fall and Spring		\$50.00		

Scheduling Hallway Space

When you reserve a classroom or auditorium with Room & Course Scheduling, the reservation is for the use of the room only. If you would like to use the hallway space outside of the room, separate arrangements must be made with the building manager. On our website (<http://rcs.registrar.arizona.edu/>) there is a Building Manager List under Other Resources. If you need tables or chairs set up in the hallway space, contact Facilities Management at 621-3000.

As of 01/01/2015 ARCH is now CAPLA. The abbreviation for building 75—College of Architecture, Planning, and Landscape Architecture—has been changed to CAPLA.



Room & Course Scheduling

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