Spring 2016 RCS Forms

Room and Course Scheduling is still working to process as many Spring 2016 forms as possible during Priority Registration and we greatly appreciate your patience as we process these requests.

Scheduling 7w1/7w2 sections

7.5 Week courses need to appropriately utilize Centrally Scheduled Classrooms by providing balanced section offerings. If a section is offered in the 7.5 Week 1 session, a section of similar size, same meeting time(s), and same day(s) needs to be offered in the same room for the 7.5 Week 2 session. This will allow for appropriate room utilization, and will allow students the opportunity to move directly from one course to another.

Example:

<table>
<thead>
<tr>
<th>7.5 Week 1</th>
<th>7.5 Week 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier One: MWF 5pm-6:40pm, 35 students</td>
<td>Tier One: MWF 5pm-6:40pm, 40 students</td>
</tr>
<tr>
<td>Tier Two: TR 3:30pm-6pm, 60 students</td>
<td>Tier Two: TR 3:30pm-6pm, 60 students</td>
</tr>
<tr>
<td>Section 001: TR 6pm-8:30pm, 40 students</td>
<td>Section 002: TR 6pm-8:30pm, 40 students</td>
</tr>
</tbody>
</table>

7W1 and 7W2 Final Exams

2154 7W1 Final Exam

Final Exams will be administered on the first Saturday after the end of the session. Final exams will take place at the same time as the regular class meeting and in the regularly scheduled classroom. Final Exams for 7W1 sections for Fall 2015 will take place on Saturday, October 17, 2015.

2154 7W2 Final Exam

7W2 sections will follow the regular Final Exam Schedule.
Spring 2016 Tier One Courses

Why are the enrollment capacities of your Tier One courses so low? Throughout Priority Registration for continuing students and Freshman Orientation for incoming students, Room and Course Scheduling 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 certain number of seats based on the number of students registering in that group. This gradual release of seats will ensure that there will be enough Tier One seats available for all students, even incoming Freshman at the last orientation session. 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.

If you need to verify the total number of seats you are planning to offer in your Tier One courses, you can do so by looking at the UA Target Enrollment. Navigate to Curriculum Management => Schedule of Classes => UA Target Enrollment => UA Target Enrollment and then search for your course. We respectfully ask that you please do not update the enrollment capacity for Tier One courses as this will disrupt 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. Once the change to the enrollment is made you will be able to view it by going to UA Target Enrollment.
iCourse and ONLN offering

Beginning with the Spring 2016 semester, we are going to schedule Fully Online sections (iCourse and ONLN program) using the regular course offering and will be getting rid of the extra offerings in the Course Catalog. Instead of having three offerings in the Course Catalog (one for in person, one for iCourse, and one for ONLN) we will now only have one offering for all three ways of delivering the course. This will ultimately make it easier for you to schedule your sections as well as making the Course Catalog easier for students and the public to navigate. Online sections offered to Main Campus students should have the Campus of Main and Instruction Mode of Fully Online; the section numbering for these sections should be 101-199. If you are setting up UA Online sections the Campus should be ONLN and Instruction Mode should be Fully Online; the section numbering for ONLN sections should be 201-299.

iCourse
ONLN Program

**Contact Hours**

**Definition of Unit of Credit** - utilizing the definition that an hour of work is the equivalent of 50 minutes of class time (often called a contact hour) or 60 minutes of independent study work, university policy requires at least 45 hours of work by each student of each unit of credit. Contact hours required for specific types of courses can be found [here](#).
RCS Potluck

On behalf of RCS, I want to thank everyone for making our 3rd Annual RCS Potluck a success!