Open Scheduling for the Fall 2016 Schedule of Classes will be open through Sunday, January 3rd, 2016.

Fall 2016

01/04/2016: Common Final Exam request forms, Room Grids for priority scheduling and Class Permission Number Opt In/Out request forms will be due by 5pm

Please also remember to notify us by email 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 other special room scheduling needs, including forwarding RCS a copy of any DRC reasonable accommodation memos for instructors or students. Please also let us know if you have any courses with components which should be optional for students, or to submit component unit templates. For your convenience, listed below are links to the forms and templates you may need.

- Common Final Exam Request Form
- Class Permissions Opt-In Form
- Component Unit Assignment Template

Spring 2016

With the beginning of the Spring 2016 semester only a month away, now is a great time to review your department’s sections. Please take a few moments to share with your faculty their room assignments, and submit any necessary change requests to our office as soon as possible. Every semester Room and Course Scheduling receives a large number of requests during the first week of classes for instructors wanting to change rooms. This large influx of requests can cause delays in changing the location of sections. The sooner we have your change request, the sooner we will be able to process it, and the more likely we will be able to find a desired room for your faculty. As you review your sections for Spring 2016, please also promptly notify RCS if you will be cancelling any sections with room assignments. This will help us to accommodate change requests in a more timely manner.
Upper Division Independent Study Engagement Sections

Upper Division Independent study courses (catalog numbers 399, 399H, 499, or 499H) wanting to offer sections with Engagement will have the opportunity to use a streamlined process. The section number should contain the letter “E” at the end. For example, section 001 offered for Engagement would be section 001E. These sections will also need to specify both an Engagement Activity class attribute and an Engagement Competency class attribute.

When using the RCS Online Forms to create course sections with Engagement please include the Engagement Activity class attribute and the Engagement Competency class attribute in the “Additional Comments” area of the form.
Engagement Sections continued…

The image bellows illustrates how to create Engagement sections directly in UAccess Student on the Basic Data tab during the open scheduling period.

- The section number contains an “E” at the end.
- The Associated Class number matches the numerical value of the section number but without the leading zeros and without alphabetical characters.
- There are two attributes with attribute values on the section; one for the Engagement Activity and the other for the Engagement Competency.

—For Honors sections a third attribute of Honors Course will need to be present.
Engagement Sections

RCS can help you set up upper division independent study course sections (catalog numbers 399, 399H, 499, and 499H) that your department would like to offer for Engagement credit for the Spring 2016 and Summer 2016 semester. Please email RCS the list of upper division independent study sections that you would like to offer with Engagement. Here is the template that you can fill out and email back to us. Click here to open the template.

For more information about student engagement feel free to visit the Office of Student Engagement website.

Winter Session

Winter Session begins on December 21, 2015 and although faculty are busy with finals and grades right now, it is very important to think ahead. Because the Winter Session is so short, the impact of being scheduled into a room that doesn’t fill the needs of the class for even a day or two can be detrimental to the success of the students in the course. Please have your instructors check their room assignments to make sure they will be adequate for the course so that any necessary changes can be made before the beginning of the term. Room and Course Scheduling will be open until Tuesday, December 23rd. UTC will be available at 621-3852 during Winter Session for classroom technology needs or locked rooms. Instructors may also call Security at 621-8273 if they encounter a locked classroom.