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Spring 2017 (2171) Open Scheduling will take place Monday, April 25, 2016 - Sunday, June 19, 2016.

Any changes to the Schedule of Classes made after that date will need to be submitted using the RCS Online Sections Forms. Please note that any RCS Online Section forms submitted will not be processed until the end of July after the initial room assignments have been completed.

Other Open Scheduling Periods

Winter 2016 (2165): Thursday, September 1, 2016—Sunday, September 11, 2016

Summer 2017 (2172): Monday, September 12, 2016—Sunday, October 2, 2016

Fall 2017 (2174): Monday, October 3, 2016—Monday, January 2, 2017

Open Labs

RCS will hold Open Lab times during the Open Scheduling Period for Spring 2017 to review your schedule data and help you with any difficulties. Stop by to ask questions, review your schedules, or walk through the scheduling process one-on-one with an RCS representative before the Open Scheduling period has ended. Open Labs will take place on:

- Tuesday, May 24th, 2:00pm – 4:00pm in ILC 125
- Wednesday, June 15th, 9:00am – 11:00am in ILC 125
- Thursday, June 16th, 2:00pm – 4:00pm in ILC 125

If you plan on attending any of the Open Labs, an RSVP to rcschedule@list.arizona.edu or 621-3313 is appreciated but not required.

Spring 2017

Please be sure to notify our office by email before **5pm on Friday, June 17th, 2016** with any of the following information that is applicable to your department's Spring 2017 sections.

- Any sections meeting together in the same room that cannot be in a combination in UAccess. Failure to provide RCS this information will result in those sections being scheduled in separate rooms thus minimizing room availability for all departments.
- Forward any DRC reasonable accommodation memos for instructors or students requiring specific room needs.
- Room Grids for priority scheduling.
 - For any sections meeting in a departmentally controlled space please be sure to indicate that space in the Facility Preferences area in UAccess.
 - For any sections wanting to meet in a Collaborative Learning Space, please use the Room Characteristic #35 “Collaborative Learning Space” and indicate the desired room preference(s) using the Facility Preference fields.
- Use the [Common Final Exam Request Form](#) to request a Common Final exam for four or more sections of the same course, or sections with greater than 200 students enrolled. This completed form may be submitted by email or hand delivered to M LNG 347.
- Use the [Component Unit Assignment Template](#) to let us know what the division of units should be between components.
- Use the [Class Permissions Opt-In Form](#) to opt in or out of the permission number process in which RCS will generate a minimum of 10 permission numbers for every section in your department.
- Any components which should be optional for students. (For example, students enrolled in a Lecture would then have the choice of whether or not to enroll in the Discussion component.)

Outreach College

Beginning with the Fall 2016 semester the Outreach College will no longer offer sections. In anticipation of this change all sections with a section number greater than 700 have been deleted from the Spring 2017 Schedule of Classes. In the next few weeks RCS will be contacting departments that offered Outreach sections in Spring 2016 so that we can assist you in setting up your sections for the Spring 2017 semester.

Collaborative Learning Spaces

There are currently nine collaborative learning spaces on campus. For faculty desiring to teach in one of these spaces please utilize UAccess to indicate this preference. In UAccess on the Meetings Tab under Room Characteristics use Room Characteristic #35 “Collaborative Learning Space”, and on the UA Facility Prefer tab please enter one or more of the following collaborative learning spaces:

- S LIB 200SW, room capacity 260; facility id 54-200SW
- BIO W 301, room capacity 112; facility id 88-301
- EDUC 353, room capacity 90; facility id 69-353
- HARV 404, room capacity 70; facility id 76-404
- ILC 137, room capacity 60; facility id 70-137
- ILC 141, room capacity 60; facility id 70-141
- S SCI 206, room capacity 60; facility id 27-206
- CHAVEZ 307, room capacity 30; facility id 23-307
- ENGR 304, room capacity 24; facility id 20-304

Spring 2016 Final Exams

Spring 2016 Final Exams begins on May 6th, 2016 and continues until May 12th, 2016. Room and Course Scheduling has been working hard to prepare for this important week. We have started to process Final Exam requests. 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. 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.

An alternate final exam can be requested, but the exam must still be offered during the regularly scheduled time. Click on the following link to view the [Spring 2016 Final Examination Schedule](#). If there are any questions about when or where the final exam for a section will be held, please contact our office for clarification.

Office Hours during Finals

Finals week can be a busy and stressful period so to ease some of this stress our office will be open earlier and remain open longer. From May 6th, 2016 to May 12th, 2016 our office will be open from 7:30am to 6:30pm (excluding weekends). Please don't hesitate to call us with any questions or concerns you may have.

Important Dates

5/24/2016: 2171 Open Lab 2:00pm-4:00pm in ILC 125

6/15/2016: 2171 Open Lab 9:00am-11:00am in ILC 125

6/16/2016: 2171 Open Lab 2:00pm-4:00pm in ILC 125

University Award for Excellence

I am happy to announce that our very own Denielle Swartz was one of this year's recipients of the University Award for Excellence. This award was presented to Denielle at the UA Awards for Excellence ceremony on Tuesday, April 26, 2016 in the Student Union Ballroom. The Awards for Excellence are awarded to employees for outstanding workplace achievements and Denielle certainly goes above and beyond what is expected. Please join me in congratulating Denielle.



Room & Course Scheduling

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