Spring 2018 Open Scheduling and Open Labs

The Open Scheduling Period for the Spring 2018 (2181) Schedule of Classes began, **Wednesday, April 26th, 2017**. Your access to the Schedule of Classes pages in UAccess Student will remain open through **Sunday, June 18th, 2017**. Any changes to the Schedule of Classes made after that date will need to be submitted using the RCS Online Section forms. Please note that any RCS Online Section forms submitted will not be processed until the middle of September after the initial room assignments have been completed.

RCS will hold Open Lab times during the Open Scheduling period to review your schedule data and help you with any difficult classes. The Open Lab sessions are a great opportunity 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. Please consider attending one of the following lab sessions:

- **Wednesday, May 17th, 9:00am – 11:00am in ILC 125**
- **Tuesday, June 13th, 2:00pm – 4:00pm in ILC 125**
- **Thursday, June 15th, 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, so we can be sure to have enough staff to assist everyone in attendance.
Spring 2018 Scheduling Reminders

Please be sure to notify our office by email before **5pm on Friday, June 16th, 2017** with any of the following information that is applicable to your department’s Spring 2018 sections.

Any sections meeting together in the same room that cannot be in a combination in UAccess. (For example, sections that are both cross-listed and co-convened that need to be in two separate combinations to control enrollment capacities, but should be scheduled in the same room.) 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.
- Any other special room scheduling needs or considerations.
  - 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.

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.)
Collaborative Learning Spaces

There will be twenty collaborative learning spaces on campus by Spring 2018. 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:

- BIO W 301, room capacity 112; facility id 88-301
- CHVEZ 307, room capacity 30; facility id 23-307
- EDUC 310, room capacity 39; facility id 69-310
- EDUC 353, room capacity 90; facility id 69-353
- ENGR 304, room capacity 24; facility id 20-304
- GITT 201, room capacity 132; facility id 93-201
- GITT 207, room capacity 38; facility id 93-207
- HARV 210, room capacity 50; facility id 76-210
- HARV 404, room capacity 70; facility id 76-404
- ILC 117, room capacity 28; facility id 70-117
- ILC 119, room capacity 60; facility id 70-119
- ILC 129, room capacity 28; facility id 70-129
- ILC 135, room capacity 28, facility id 70-135
- ILC 137, room capacity 120, facility id 70-137
- MCPRK 101, room capacity 60, facility id 78-101
- S LIB 200SW, room capacity 260; facility id 54-200SW
- S SCI 206, room capacity 60, facility id 27-206
- S SCI 222, room capacity 60, facility id 27-222
- SAGHA 101, room capacity 72, facility id 33-101
- SAGHA 225, room capacity 49; facility id 33-225
Spring 2017 Final Exams

Spring 2017 Final Exams begin on May 5th, 2017 and continue until May 11th, 2017. Room and Course Scheduling has been working hard to prepare for this important week. 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
- 8:30pm – 10:30pm

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 5th, 2017 to May 11th, 2017 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.

More information on Final Exam Schedules for Spring 2017 can be found here.
Graduating RCS Staff Assistants

Room and Course Scheduling has four Staff Assistants graduating this semester. Please join us in congratulating the following students for their tireless work in the classroom and in our office.

Lauren Arasim—M.M. Performance, Harp

“Be fearless in the pursuit of what sets your soul on fire.”

Lauren joined RCS this January and has been a great asset in the creation of training manuals and assisting our staff. She is looking forward to returning to her home state of California and pursuing a career in expanding the musical capabilities of the harp. Lauren enjoyed the friendly work environment and gaining job experience in an office setting.

Alexis Cibrian—B.A. English

“People say I’m indecisive, I don’t know about that.” -George HW Bush

Alexis joined RCS in January 2013. Alexis has been essential in scheduling Final Exams these past few semesters and the events that take place during Finals week. He has been a key component in RCS since he joined and has done an incredible job in ensuring the success of Final Exams. Alexis says he enjoyed the friendly environment of working at the University and will miss all the wonderful people he’s met in his tenure in the Registrar’s office.

Erick Gamez—B.S.B.A. Accounting

“‘You miss 100% of the shots you don’t take.’ -Wayne Gretzky” -Michael Scott

Erick joined RCS in August 2013. On top of the work we ask of our staff assistants, Erick has specialized in running daily reports to ensure UAccess Student information is correct and running smoothly every semester. When asked what he liked most about his time in RCS, Erick said it was the people you meet; learning about everyone and seeing the different faces and futures of other student workers.

Aaron Valdez—B.S. ACBS

“The biggest lie I told myself in college was ,’I don’t need to write that down, I’ll remember it.’”

Aaron joined RCS in July 2013. Aaron has been another key component in RCS and pillar for new student workers. He has taken the responsibility of managing the Waiting for Rooms list for RCS on top of the day to day work of RCS staff assistants. Aaron was appreciative of the flexible hours in RCS. His favorite project was documenting all the Centrally Scheduled Classrooms over Summer 2016.

Thank you for all your hard work!
Award for Excellence

Room and Course Scheduling is happy to announce that Rebecca Drake was one of this year’s recipients of the University of Arizona’s Award for Excellence. The Award for Excellence is given to individuals for achievements that go beyond normal duties. Rebecca is known for her knowledge, kindness, dedication, and going above and beyond in helping everyone who contacts Room and Course Scheduling. Please join us in congratulating Rebecca.

Thank you for all that you do for RCS and the University!