RESOURCE GUIDE: Closed Scheduling Room Assignment Troubleshooting



Background

More than half of the 16,000 main campus classes in fall and spring terms are assigned Centrally Scheduled Classrooms, managed by RCS. The more closely aligned the class is with guidelines (<u>standard meeting times, historical enrollment</u>, and <u>balanced offerings</u>), the more likely a classroom is automatically assigned. Not all classes are automatically assigned rooms. This guide offers ideas on what to do if this happens to your department.

No Room Assigned? Now What?

After optimization is completed, run a UAccess UAnalytics Catalog and Schedule, Overview with Characteristics report. If classes were not assigned a CSC, start troubleshooting with these steps:

Confirm the class was entered with: 999-RMQRST, Room Characteristic 32, a valid meeting pattern, and that the enrollment capacity matches room capacity.

Are DSCs Available to You? Double-check for rooms available within your own departmentally scheduled classroom inventory. DSC spaces should always be utilized first when possible.

Ad Astra Search the Schedule Grid in Ad Astra for meeting patterns with availability.

Flexibility Consider options to adjust the meeting pattern, including outside of **peak times**. There is less competition for CSCs outside of peak times.

Swaps Can you swap with other classes or sections in your academic unit or subject? Can you swap meeting patterns or rooms?

Resolution Week Meeting Schedule a video meeting with RCS staff to find a solution.

Meetings Enrollment Cntrl Course ID 034330 Course Offering Nbr 2 Academic Institution The University of Arizona Term Fall 2022 Gr Graduate Subject Area ECOL Ecology & Evolutionary Biology Insect Biology Catalog Nbr 515R Class Sections Session 1 Class Nbr 70585 Regular Academic Session Class Section 001 Component Lecture Event ID 000198160 Associated Class 1 Units 3.00 Find | View All First (1) 1 of 1 (1) Last Meeting Pattern + -Facility ID Canaci Mtg Star Start/End Date 12:15PM 🛛 🗹 🗖 🗖 🗖 999-RMRQST 11:00AM 08/22/2022 11/07/2022 TUTH Q 999 RM REQUEST Free Format Lonic Print Topic On Transcript Contact Minutes Combined Section **Required Contact Minutes Met** Personalize | Find | View All | 🔄 | 🧱 First 💿 1 of 1 💿 Last Instructors For Meeting Pattern Assignment Workload Empl Red# *Instructor Role Print Name + -Q Primary Instructo ~ ~ 0Q Personalize | Find | 🔄 | 🔜 First 🕢 1 of 1 🕢 Last + -Centrally Scheduled

Course ID	034330	Cou	rse Offering Nbr 2			
Academic Institution	The University of Arizona					
Term	Fall 2022	Graduate				
Subject Area	ECOL Ecology & Evolutionary Biology					
Catalog Nbr	515R Insect Biology					
nrollment Control						
Session 1	Regular Academic Session			Class	Class Nbr 70585	
Class Section 001	Compo	nent Lecture		Eve	nt ID 000198160	
Associated Class 1	L. L	Units 3.00				
*Class Status Tentation	ve Section	~	Cancel Class			
Class Typ	e Enrollment		Enrollment Status	Closed		
Add Conser	nt No Special Co 🗸		Requested Room Capacity	100	Total	
Drop Conser	nt No Special Co 🗸		Enrollment Capacity	100	0	
1st Auto Enroll Section	n		Wait List Capacity		0	
2nd Auto Enroll Section	n		Minimum Enrollment Nbr			
Resection to Sectio	n					

Plan for Next Term

Make Open Scheduling work for you! Including all necessary fields will allow the program to identify your requests and automatically schedule your classes when space is available.

Standard Meeting Pattern. MWF – 50 Minute or TUTH –75 Minute **35/35/30 Offerings Rule.** Distribution of course offerings to no more than 35% MWF and 35% TUTH primetime (9 a.m. – 3 p.m.), and no less than the remaining 30% outside of primetime increases room assignments. **Requested Room Capacity aligns with historical enrollment numbers.** Enrollment Capacities and Requested Room Capacity should match.

Inflating Requested Room Capacity decreases suitable room options and leads to underutilizing room resources.

Contact Us

Please contact RCS with any questions on scheduling a room during Closed Scheduling. You can contact us via email: rcshelp@arizona.edu or phone: 520-621-3313. Or visit our website: https://www.registrar.arizona.edu