RESOURCE GUIDE: Closed Scheduling Room Assignment Troubleshooting

Office of the Registrar

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 (standard meeting times, historical enrollment, and balanced offerings), 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.

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**