



See Background

The Priority Scheduling process assigns Centrally Scheduled Classrooms to courses that meet at least one of the criteria outlined below. This resource guide assumes the department scheduler is familiar with class scheduling and focuses solely on setup for the Priority Scheduling form, criteria overview, and suggestions for sharing the scheduling planning document.

Assigning the Flex In-Person

Step 1: Navigate to the **Schedule of Classes Request Forms** landing page and select the **Priority Scheduling Request** form from the down menu

Step 2: Select the **Term** and **Criteria** field for each section.

Criteria 1: Department has provided financial support for a centrally scheduled classroom(s) i.e., equipment or renovation.

Criteria 2: Department has a class that needs to use equipment that is not available in any other centrally scheduled classroom or equipment travel restrictions for back-to-back classes.

Criteria 3: Department has an instructor with a disability or travel restrictions for back-to-back classes that needs to use a centrally scheduled classroom.

Criteria 4: Department has hybrid course(s) that would efficiently use a centrally scheduled classroom. Note: A hybrid class has an online meeting pattern and an in-person meeting pattern.

Step 3: Enter supporting rationale based on selected criteria, as well as course section and meeting pattern data details as requested.

Step 4: Ensure the form data matches the course data in UAccess. Include Department Head's Name and Email then submit.

Step 5: Share scheduling planning documents with RCS via email to support accuracy and efficiency of room assignments.

Contact Information

Please contact RCS with any questions regarding the Priority Scheduling request process. You can contact us via email: rshelp@arizona.edu or phone: 520-621-3313. For more information, visit our website: <https://www.registrar.arizona.edu>