



## RCS News

Updates from Room & Course Scheduling  
April 2026

### IN THIS ISSUE

#### ANNOUNCEMENTS

- Join RCS Office Hours this Spring
- Spring 2026 Common & Standard Final Exam Classrooms Assigned
- Register Now: Open Scheduling Winter 2026 & Spring 2027 Kickoff Webinar

#### MANAGING THE SCHEDULE OF CLASSES

- Managing the Schedule of Classes During Closed Scheduling
- Unused Class Sections to be Removed Before Spring 2026 Term Roll
- Resolving 'Class Status Tentative' and Unpublished Sections

#### SCHEDULING TIP

- Managing the Instructor Table for Timely Grade Posting

#### STUDENT EMPLOYEE SPOTLIGHT

- Alexa Medina

#### UPCOMING SCHEDULING DATES & DEADLINES

## ANNOUNCEMENTS

### Join RCS Office Hours this Spring

Have questions about class scheduling? Join RCS office hours for one-on-one support from the RCS team throughout the scheduling cycle.

**Office hours** are held biweekly on Thursdays from 10:00-10:45 a.m. this spring (excluding 5/7). Mark your calendar:

- **April 30**
- **May 14**

These drop-in office hour sessions are an ideal time to ask questions and receive guidance on navigating the new UAccess user experience and learn more about best practices related to class scheduling. These office hours are open to all department schedulers (*no appointment necessary*).

[JOIN RCS OFFICE HOURS HERE](#)

## Spring 2026 Common & Standard Final Exam Classrooms Assigned

Final exam classroom assignments for Spring 2026 have been completed and distributed to department schedulers. Standard final exam rooms are assigned automatically through Ad Astra Schedule, based on the Schedule of Classes room assignments and the [Spring 2026 Final Exam Schedule](#).

In most cases, rooms are assigned to the primary section scheduled in a classroom. However, sections with non-standard meeting patterns may not receive an assigned room or may encounter scheduling conflicts.

If you have questions about your department's final exam room assignments, please contact RCS via [email](#) for assistance.

## Register Now: Open Scheduling for Winter 2026 & Spring 2027 Kickoff Webinar

May 5, 2026, 1—2 p.m.

Join the RCS team on Tuesday, May 5, 2026, 1—2 p.m. to learn about new guidelines for the Winter 2026 and Spring 2027 Open Scheduling cycle. Learn how recent updates from the Reimagine RCS project, including enhanced control within the UAccess scheduling platform, will improve the Open Scheduling process.

These webinars are designed to work together with the [UAccess Student: Managing the Schedule of Classes training](#) (offered in EDGE Learning) to develop the skills and knowledge needed to successfully create the Schedule of Classes. Bring your questions or submit them in advance to [rcshelp@arizona.edu](mailto:rcshelp@arizona.edu).

REGISTER NOW

## MANAGING THE SCHEDULE OF CLASSES

### Managing the Schedule of Classes During Closed Scheduling

Closed scheduling is currently underway for Summer and Fall 2026 terms. Changes for the Summer and Fall 2026 terms may be requested via a [Section Form](#). Throughout the closed scheduling period, RCS strives to efficiently process Section Forms and support departments in reviewing class set-up needs in the order they are received in tandem with other time-based term processes. As a reminder, now that enrollment has begun, changes to classrooms, class start and end dates, class times, meeting patterns, and instructors will trigger an automated email to enrolled students and assigned instructors alerting them of the changes.

## Unused Class Sections to be Removed Before Spring 2026 Term Roll

As program offerings continue to expand, there is a need to reduce the surplus of unused class sections and class numbers that are rolled or carried over from term to term (i.e. term roll). Canceling sections that have no enrollment history for the past five like terms (e.g., Spring 2026, Spring 2025, Spring 2024, Spring 2023, and Spring 2022) will prevent overlap in the class numbering system and avoid enrollment errors. Canceled sections, including many independent study (IND) sections, can be rescheduled for enrollment, if necessary. Please contact [rcshelp@arizona.edu](mailto:rcshelp@arizona.edu) with any questions.

### Resolving 'Class Status: Tentative' and Unpublished Sections

Now that Shopping Carts are open and the enrollment period is fast approaching, remember that class section setup is not complete if certain essential data fields are left empty. Class sections with class setups left incomplete are marked with a class status of **Tentative** and do not appear in the published Schedule of Classes. Missing data that triggers a Tentative status includes:

- No room assignment
- Incomplete meeting pattern
- Contact minute noncompliance
- Unapproved DYN or Live Online
- Courses missing a required component

To prevent complications that come with changing student schedules after enrollment, sections marked **Tentative**, are not published in the Schedule of Classes, are not searchable, and enrollment is prevented. RCS staff have contacted department schedulers through email to identify class sections missing essential data and have set the necessary class sections to **Class Status: Tentative**. Once corrections are made, the class status will be updated to **Class Status: Active** and the class section will be open for view in the Schedule of Classes. If enrollment is not intended for any of the existing tentative class sections, please submit a [Section Request - Change](#) to cancel the section.

### SCHEDULING TIP

### Managing the Instructor Table for Timely Grade Posting

Assigning instructors is a key step in building the Schedule of Classes and helps to lay the foundation for correctly setting up class sections in UAccess. To be assigned to a class and to submit grades, instructors must be currently employed by the university, hold an active graduate assistantship, or have designated campus colleague (DCC) status. Additionally, they must have approved courses listed in the [Instructor/Advisor Table in UAccess](#). Department schedulers can update the table year-round and make necessary changes to instructor assignments in the Schedule of Classes.

Review these important components of Instructor Table management:

- Review and update instructor status each semester. Department schedulers can update the Instructor/Advisor Table and Schedule of Classes year-round to ensure transparency for students. If there is a discrepancy in the instructor's status when assigning them to a class, work with your unit's HR coordinator to confirm the instructor's information and then update the table.
- Ensure accurate instructor assignments by listing personnel with their specific Instructor Role (Primary Instructor, Department Administrator, Secondary Instructor, Teaching Assistant).
- Set the appropriate access. Instructors listed with Post access can enter grades and push the grades to the student's record. Instructors with Grade access can only enter grades. It is the department's responsibility to ensure that each class has a Primary Instructor with Post access to enable timely grade posting. The RCS team monitors this as a safeguard, but departments are expected to manage access proactively.
- For class sections with multiple meeting patterns (e.g., "1 of 2" or more in UAccess), a Primary Instructor with post access needs to be assigned to each pattern, especially for Hybrid (HY) instruction mode.

A well-managed Instructor/Advisor Table supports the accurate and timely assignment of instructional staff for class sections. Having the table updated provides students transparent access to class details when registering for classes and helps to avert delays in posting final grades as the primary instructor of record has already been assigned grade posting access for that class.

[VIEW RESOURCE GUIDE](#)

## STUDENT SPOTLIGHT

### Congratulations to Our Graduating Student Worker

Room and Course Scheduling extends our warmest congratulations to our graduating student lead Alexa Medina. Thank you for your dedication, insight, and the many contributions you've made to RCS while balancing your academic journey at the University of Arizona. We are proud to have been part of your story and wish you continued success in all that lies ahead.

### Alexa Medina

**Start Date:** March 2024

**Major/Year:** Design Arts and Practices, Senior

**Transferable Skills & Professional Growth:** Being in the student lead position has supported my professional development by strengthening my professional communication, leadership skills, and organizational skills. RCS has allowed me to develop my professional skills while supporting my academic goals.



**Looking Back:** A memorable experience is when the office hosts the semester parties, and there's a word search; the student and I have a competition to see who finishes first, and it gets very competitive!

**Looking Ahead:** After graduation, I am looking forward to a few trips that I have planned and, in the fall, I will continue my education at the University of Arizona to earn a Master of Science in Urban Planning/Real Estate Development.

## UPCOMING SCHEDULING DATES & DEADLINES

May  
4

**First Day of Open Scheduling**

May  
5

**Open Scheduling Kick Off Webinar**

July  
1

**Deadline to Submit Priority Scheduling Request Forms, Common Finals Request Forms & Collaborative Learning Space Requests**

July  
2

**July 2-17 Priority Scheduling Resolution Period**

[\*\*View All Scheduling Dates & Deadlines\*\*](#)

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