



RCS News

Updates from Room & Course Scheduling
August 2026

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ANNOUNCEMENTS

Scheduling Classroom Technology Demonstrations

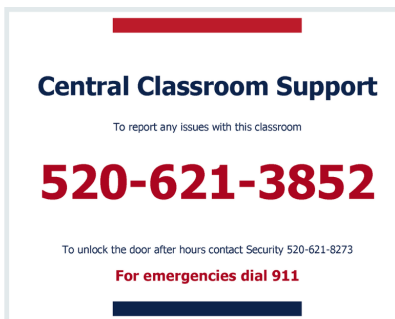
Centrally Scheduled Classrooms are equipped with a variety of instructional technologies designed to support teaching and learning. From standard classroom technology to interactive learning spaces, instructors can access tools that enhance engagement and collaboration in the classroom.

The Instructional Technology Services team encourages instructors to request one-on-one classroom demonstration for specific Centrally Scheduled Classrooms. This can be valuable time spent to make the most of classroom equipment or enhanced collaborative technology. Instructors may contact the Instructional Technology Services team to schedule a technology demonstration via email ITS@arizona.edu or submit a request via the [Instructional Technology Services – Tucson Main Campus](#) website.

Reporting Issues in Centrally Scheduled Classrooms

In preparation for the start of the term, the RCS team visits each Centrally Scheduled Classroom to adjust layouts and report any maintenance issues. We recognize that classroom conditions can change hour by hour, so we also rely on room users to communicate concerns. Please remember that if any issues arise while using Centrally Scheduled Classrooms—such as technology malfunctions, heating or cooling problems, furniture concerns, cleanliness issues, or locked rooms—they should be reported directly to the Central Classroom Support service line at 520-621-3852 posted in each Centrally Scheduled Classroom.

By using the number below, we can systematically track issues, streamline the support response, and help ensure an effective teaching environment. We encourage you to share this information with your department to keep everyone informed and prepared.



Join RCS Office Hours this Fall

Have questions about class scheduling? Join RCS office hours for one-on-one support from the RCS team throughout the scheduling cycle. Please note that Office hours are now held biweekly on Tuesdays from 10:00-10:45 a.m. this fall.

Mark your calendar:

- **September 8, 22**
- **October 6, 20**
- **November 3, 17**

These drop-in office hour sessions are an ideal time to ask questions, receive guidance on navigating UAccess, and learn more about best practices related to class scheduling. These office hours are open to all department schedulers (no appointment necessary). Check out the [Office of the Registrar events page](#) for more details about RCS Office hours and other Registrar events.

JOIN RCS OFFICE HOURS

Register: Winter 2026 & Spring 2027 Resolution Appointments

August 31-September 11

Resolution appointments are an opportunity to resolve classroom assignment issues, specifically sections requesting [Centrally Scheduled Classrooms](#) that were not assigned rooms during the optimization process based on how the class was initially set up. In preparation for Resolution appointments, room assignment results for the Winter 2026 and

Spring 2027 terms will be published to UAccess on August 24. Department schedulers can then review their room assignments and determine which sections may need additional attention. We encourage all department schedulers to attend a resolution appointment August 31 - September 11 (excluding Labor Day – September 7). An appointment with RCS staff allows department schedulers an opportunity to collaborate and solve their scheduling issues. The Winter 2026 and Spring 2027 Section Requests will open at the conclusion of Resolutions Weeks to allow the RCS staff to prioritize support for the scheduled Resolution appointments.

How to prepare for Resolution Appointments:

1. Download Schedule Overview

Starting August 24, 2026, use [UAccess Analytics](#) to view/download the Schedule Overview: Analytics > Dashboards > Student > Catalog and Schedule > Schedule Overview

2. Isolate Sections that were Assigned/Not Assigned a Centrally Scheduled Classrooms

3. Review Assignments and Note Necessary Changes

4. Make an Appointment

To make an appointment, use the link below to choose one of the available times. Once an appointment is selected, an RCS team member will be assigned and will send an Outlook meeting invite with the Zoom link within 1-2 business days.



Taking your Resolution Appointments, left to right: Vicky Polashenski, MJ Joaquin, Jaclyn Pryor.

[SCHEDULE A RESOLUTION APPOINTMENT](#)

Save the Date: Open Scheduling Winter 2026 & Spring 2027 Kickoff Webinar

Tuesday, October 6, 2026, 1-2 p.m

Join the RCS team on Tuesday, October 6, from 1-2 p.m. to learn what's new for the Winter 2026 and Spring 2027 open scheduling cycle. Bring your questions or submit them in advance to rcshelp@arizona.edu. The Open Scheduling Kickoff Webinars are designed to offer current updates, procedure changes, and to field questions from our department scheduling partners. 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.

MANAGING THE SCHEDULE OF CLASSES

Closed Scheduling & Classroom Optimization, Winter 2026 & Spring 2027

The scheduling cycle for Winter 2026 and Spring 2027 has moved to Closed Scheduling with classroom optimization and bottleneck clean-up completed from August 1-21. The closer a class section setup aligns with scheduling guidelines during classroom optimization—such as standard meeting patterns, historical enrollment, and balanced department offerings—the more likely it is that the class section will be automatically assigned a Centrally Scheduled Classroom. During classroom optimization, most classes were seamlessly assigned to a Centrally Scheduled Classroom during the process, but some classes are not able to be placed due to various reasons:



Bottleneck

When too many sections are attempting to schedule the same-size room with the same meeting pattern.

This is the leading factor in a class not being assigned a room!



Missing Data

Leaving off the requested room capacity or a class is missing in a combination.



Infeasible Request

This occurs when the requested room capacity does not match the enrollment capacity.



Invalid Meeting Pattern

This occurs when there are errors with the meeting days and times (e.g., 12 a.m.-12 a.m.).



Improper Room Characteristic Code

Every in-person class should be assigned Room Characteristic Codes 31 (DSC) or 32 (CSC). Make sure the code is correct. For a CSC, use Facility ID 999-RMRQST and Room Characteristic Code 32.

Please schedule a Resolution appointment to review the situation and decide what adjustments are needed before submitting a section request. Changes affecting class setup—such as meeting patterns, times, or locations—identified after the Resolution appointments period require a Section Request - Add or Section Request – Change, and collaboration with RCS. Winter 2026 and Spring 2027 Section Requests open on September 14, after the conclusion of Resolution appointments. The RCS team will continue working with departments to resolve inaccuracies from the preliminary review, ensuring an accurate Schedule of Classes publication on October 1, 2026.

SCHEDULING TIP

Updating Instructor Status & Approved Courses

A key task in building the schedule of classes is assigning instructors to each of their classes. To be assigned to a class, the instructor needs to be currently employed, have an active graduate assistantship or have designated campus colleague (DCC) status at the university, and have a recorded list of approved courses to which they can be assigned. This status information is accessed through the Instructor/Advisor Table in UAccess.

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. It is considered a best practice to coordinate instructor status information and update the table each semester before assigning courses.

Managing the Instructor/Advisor Table supports the accurate and timely assignment of instructional staff for class sections. Department schedulers have access to update and modify the Instructor/Advisor Table year-round as well as update the Schedule of Classes with any necessary changes to assigned instructors. Our goal is to ensure an instructor assignment in the Schedule of Classes to create transparency for enrolled students related to instructor of record. Additionally, the RCS team appreciates your support in assigning a primary instructor with post access to facilitate timely grade posting at the end of each session.

Review the resource guide for instructions to make necessary updates to the Instructor/Advisor Table:

[RESOURCE GUIDE: INSTRUCTOR STATUS & APPROVED COURSES](#)

[VIEW ALL RCS SCHEDULING TIPS](#)

EMPLOYEE SPOTLIGHT

Alexa Medina

Start Date: July 2026

Position: Academic Records Specialist, Room & Course Scheduling

Job Duties: As a specialist I contribute to the scheduling and coordination of academic courses and events, support centrally scheduled classrooms, and assist with daily operations



and customer service within the office.

Favorite Part of the Job: My favorite part of the job is learning about the behind the scenes of how Room & Course Scheduling operates. I am learning about new systems and processes while having prior knowledge and background. It's also nice working with a team I already have a connection with!

Fun Fact: A fun fact about me is that I have swam with dolphins in Cancun!

UPCOMING SCHEDULING DATES & DEADLINES

August-
September
31-11

Resolution Weeks

September
14

Section Requests Open

October
1

Winter 2026 and Spring 2027 Schedule of Classes Goes Live

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

You are receiving this email from the **Paulina_Seed** mailing list.

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[**Land Acknowledgment**](#)