



RCS News

Updates from Room & Course Scheduling
December 2025

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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 2/5 and 5/7). Mark your calendar:

- January 8 & 22
- February 19
- March 5 & 19
- April 2, 16, & 30

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*).

Spring 2026 Classroom Technology Demonstrations

The Instructional Technology Services (ITS), formerly [Classroom Technology Services](#) (CTS), is holding classroom technology demonstrations on January 12 & 13 to help instructors get familiar with common instructional space layouts and the classroom technology equipment included in the space. The demonstration sessions are open attendance, and each room type will be available more than once to allow participants to attend several sessions.

CLASSROOM TECHNOLOGY DEMONSTRATIONS SPRING 2025

Monday, January 12	Classroom Links	Tuesday, January 13	Classroom Links
9:00 a.m.	GITT 129B (large collab)		
10:00 a.m.	HARV 150 (large lecture)	10:00 a.m.	HARV 103 (small classroom)
11:00 a.m.	CHEM 205 (mid-size collab)	11:00 a.m.	SSCI 411 (small CLS with Mersive Technology)
1:00 p.m.	CMNS 310 (mid-size CLS with Mersive Technology)	1:00 p.m.	SSCI 312 (small classroom)
2:00 p.m.	EDUC 441A (small collab)	2:00 p.m.	PAS 201 (large lecture)

The Instructional Technology Services team also encourages instructors to request one-on-one classroom demonstrations for specific Centrally Scheduled Classrooms before the first day of classes. These sessions provide a valuable opportunity to learn how to get the most out of new equipment and collaborative technology. Instructors can schedule demos via [email](#) or by calling 520-621-3852.

Save the Date: Summer & Fall 2026 Resolution Week Appointments

February 3 – February 13, 2026

Resolution appointments provide an opportunity for department schedulers and the RCS team to work together to assign class sections to Centrally Scheduled Classrooms that were not assigned during the optimization process. In preparation for Resolution Week, room assignment results for the summer and fall 2026 terms will be published to UAccess on February 2, 2026. Department schedulers can then review room assignments and determine which sections may need additional attention.

We encourage all department schedulers to attend a resolution appointment. The entire

RCS team will be available to support appointments during Resolution Week. Section requests for the summer and fall 2026 terms will open on February 16 for department schedulers to request any additional class set-up changes.

Recognizing Angelica Medina for RCS Contributions

Join us in recognizing **Angelica Medina, Sr. Coordinator**, for her outstanding contributions across the Office of the Registrar over the past nine years. Angelica has helped to reshape RCS processes and improve customer service that supports the management of the Schedule of Classes. Angelica has been instrumental in streamlining customer service operations across the office, as well as countless other behind-the-scenes improvements within RCS that have strengthened our processes, most notably the revitalization of the Department Scheduler Training.



On behalf of the entire RCS team and the Office of the Registrar, thank you, Angelica, for your dedication, exploration, and unwavering support. Wishing you continued success in your academic pursuits!

MANAGING THE SCHEDULE OF CLASSES

Assigning Facility ID for Departmentally Scheduled Classrooms

With the shift towards keyless entry to buildings, reporting accurate facility IDs is vital for building scheduling and security. Although 999-TBA may be used during early planning, moving forward, class sections are expected to list the accurate facility ID of the class meeting location in the published Schedule of Classes. When adding new Departmentally Scheduled Classrooms (DSC) in UAccess, RCS references the enterprise level space database, [interactive floorplans](#), to reference room details, including authorized capacity to ensure alignment with classroom safety and fire codes.

Over-enrolling classrooms leads to safety and accessibility concerns, which may negatively impact the student experience. When a capacity discrepancy arises between the authorized capacity and a request by a department, RCS collaborates with Risk Management and the Planning, Design, and Construction team to review the space and determine the appropriate capacity while maintaining fire code requirements. This review process may take 2-3 weeks and often includes a site visit.

To prepare for publication of the Summer and Fall 2026 Schedule of Classes, RCS is working with Risk Management to review Departmentally Scheduled Classrooms (DSC)

that have been requested to hold class sections. To avoid delays, please plan ahead. Check your department's spaces through [interactive floorplans](#) and request a capacity verification if a room may be used for classes. If your department anticipates renovations, please communicate early so certificate-of-occupancy updates can be addressed.

Preparing for Closed Scheduling & Classroom Optimization, Summer & Fall 2026

The scheduling cycle for Summer and Fall 2026 is in the final month of Open Scheduling, which ends January 15. Once Closed Scheduling begins on January 16, the RCS team will shift to focus on classroom optimization and resolving scheduling issues. The closer a class setup aligns with [scheduling guidelines](#) during optimization—such as standard meeting patterns, historical enrollment, and balanced department offerings—the more likely the class section will be automatically assigned a Centrally Scheduled Classroom (CSC).

Classroom assignment optimization is a process within the Ad Astra program that takes class information entered during Open Scheduling and pairs it with the Centrally Scheduled Classrooms (CSC) in the RCS inventory. To make the room assignment process more efficient, we ask department schedulers to take proactive actions during the Open Scheduling period to review and confirm essential class set-up data, such as:

- **Meeting patterns:** update days and times
- **Facility ID:** enter specific Department Facility ID – **Departmentally Scheduled Classroom** (999-TBA if unknown) or 999-RMRQST – [Centrally Scheduled Classroom](#)
- **Room characteristics:** indicate according to Facility ID listed above; 31 – Departmentally Scheduled Classroom, 32 – Centrally Scheduled Classroom, 35 – for [Collaborative Learning Space](#) requests
- **Requested Room Capacity & Enrollment Capacity:** update based on historical enrollments.
- **Accurate Combined Class Setup:** ensure sections being taught simultaneously are [set up as combined](#) in the Schedule of Classes

The RCS team is facilitating the [optimization process](#) from January 16-30. During this time, most classes are seamlessly assigned to a classroom, but some classes cannot 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 Week appointment to review the situation and decide what adjustments are needed before submitting a section request.

After Resolution Week, any changes to class setup—such as meeting patterns, times, or locations—will require a [Section Request - Add](#) or [Section Request - Change](#), and coordination with RCS. The RCS team will continue to work with departments to resolve any inaccuracies identified during the preliminary review to ensure an accurate Schedule of Classes is published on March 1, 2026.

SCHEDULING TIP

Managing Requirement Groups

Requirement groups restrict student enrollment based on predetermined prerequisites. These may include prerequisite courses, specific majors, student groups, colleges, class standing (First-Year, Sophomore, Junior, Senior), test scores, and more. Requirement groups assigned at the catalog level automatically populate for each class section scheduled in a given term. Department schedulers may also add additional section-level requirements during class section setup.

A requirement group is assigned at the catalog level when enrollment needs to be restricted for all sections of a course, regardless of term or instructor. A requirement group is applied at the section level when restrictions are needed for a specific cohort of students. Whether listed at the catalog or section level, the requirement group will display to students in the Schedule of Classes.

Department Schedulers have access to manage section level requirement groups from the start of Open Scheduling until enrollment has occurred. Once section level enrollment has occurred, updates to requirement groups are initiated through the Section Request – Change process.

The most utilized requirement groups are Honors, UA Online, and Distance. Departments may request the creation of new section level requirement groups by contacting the Office of the Registrar Academic Catalog and Policy unit at catalog@arizona.edu. New catalog level requirement groups can be created using approved [course modification requests](#).

The entire listing of existing requirement groups is available in UAccess. Check out the [Requirement Group Resource Guide](#) for detailed navigation instructions.

[VIEW ALL RCS RESOURCE GUIDES](#)

CLASSROOM SPOTLIGHT

Communication (COMM) 113

Capacity: 38

Features:

Located in the heart of the Old Main District, [Communication \(COMM\) 113](#) is a smaller collaborative classroom with enhanced technology, especially designed to support group work. Academic Affairs has outlined how some class sections will [naturally benefit from the innovations available in the CLS classrooms](#), while other class sections are best suited for traditional classrooms. As the department scheduler, it is helpful to know the options available and how to guide faculty in accessing these instructional resources.

Media tables with dedicated display monitors provide students and instructors with increased opportunities for collaboration and peer-to-peer sharing. Students can share work to their table's screen, and the instructor can also link to each individual pod for interaction throughout the room. To learn more about the enhanced technology in this room and the other interactive learning equipped classrooms please contact the Instructional Technology Services team to schedule a technology demonstration via phone 520-621-3852 or email ITS@arizona.edu.



UPCOMING SCHEDULING DATES & DEADLINES

January

15

Last Day of Open Scheduling

January

16-30

Optimization Processing and Clean-Up

February

2

Schedule of Classes Open for Department Scheduler Review

February

3-13

Resolution Weeks

February

16

Section Requests Open

[View All Scheduling Dates & Deadlines](#)

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Land Acknowledgment