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**Registrar**

**FALL 2021**

**Class Scheduler Updates**

12.16.20





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RCS Update

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Submitted Questions

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Fall 2021 Plan

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Possible Pivot

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Discussion

Thank you for coming!

The presentation will be shared – please use chat for more questions



## Office of the Registrar

## Academic Admin Realignment

Curricular Affairs will support the colleges and academic units in creation of courses and programs in congruence with University and ABOR policies to point of approval, including notification to governing bodies. The Office of the Registrar will be responsible for “implementation,” i.e., ensuring that courses/programs are properly encoded in university systems, described in the university catalog, etc.



To support this change, **Rebecca Drake** has joined Curricular Affairs to provide support of the course approval process and **Abbie Sorg** and **Cindy Williams** have joined the Office of the Registrar to form the Academic Catalog and Policy unit.



## Office of the Registrar

### **Elizabeth Moraga, Senior Program Coordinator**

Primary point of contact for all Schedule of Classes escalated issues and will facilitate university-wide training and class scheduling documentation.

### **Debbie Milora, Assistant Registrar – RCS Operations & Summer/Winter**

Responsible for managing the daily operations of the RCS team to ensure high-quality and accurate service to campus partners.

### **Cori Cashen, Senior Associate Registrar**

Oversight of the following units: RCS, Academic Catalog & Policy, and Systems & Operations

## RCS Updates

**Join our team!  
Hiring a new Records Assistant II to support the Schedule of Classes.**

- **Program Coordinator, Academic Catalog & Policy**
- **Principle Business Analyst, Systems & Operations**
- **Assistant Registrar, Systems & Operations**



Could you clarify what our responsibility is for the Global sections. Are we required to combine them with another section? When a GLBL section is created in the forms several locations come up. Do we need to worry about this or is it pre set.

- Global (GLBL) classes are for Microcampuses and should be coordinated with Global like previous
- Global Direct (GLBD) were setup as combined sections with online classes from the predetermined list by college.
  - You can keep these as combined sections OR separate and run uniquely GLBD sections if you have demand/Staffing

What if we can return to in person courses in Fall 21, and are informed of this in July 21 for example, with class rosters already full, would it be possible to offer those that are flex-inperson as inperson only? Its so hard to plan for a year from now, not knowing how the virus will be at that time. Seeking as much flexibility to departments as possible. ty

- Yes! We also want as much flexibility as possible – see next slide for more details.



**Summer 2021 will continue to have the reduced classroom density.**

**Live Online will continue for at least Summer 2021 and Fall 2021**

**We plan to return to pre-pandemic classroom density for Fall 2021\***

*\*some smaller non-CLS classrooms will have adjusted capacities to account for more sqft per student*



SUMMER/FALL 2021 IMPORTANT DATES	
October 26	<ul style="list-style-type: none"> <li>Open Scheduling begins</li> </ul>
November 9	<ul style="list-style-type: none"> <li>Department class list request to add additional classes due to <a href="mailto:rcshelp@arizona.edu">rcshelp@arizona.edu</a></li> </ul>
December 1	<ul style="list-style-type: none"> <li>Priority Centrally Scheduled Classroom and Common Final Exam Request Deadline</li> </ul>
January 15	<ul style="list-style-type: none"> <li>Last day of open scheduling</li> <li>Department schedules should be completed</li> </ul>
*January 18	<ul style="list-style-type: none"> <li>RCS Review and Optimization</li> </ul>
February 1	<ul style="list-style-type: none"> <li>Course modifications due</li> </ul>
February 8—12	<ul style="list-style-type: none"> <li>Resolution week</li> <li>Department schedule review begins</li> <li>Sections forms open</li> </ul>
March 1	<ul style="list-style-type: none"> <li>Schedule of classes goes live!</li> </ul>

Reminder: To account for the significant changes that were made to the Summer and Fall 2020 schedule, we have rolled forward the 2019 schedule to 2021.

### Summer-Fall 2021 Schedule Build Timeline Grid

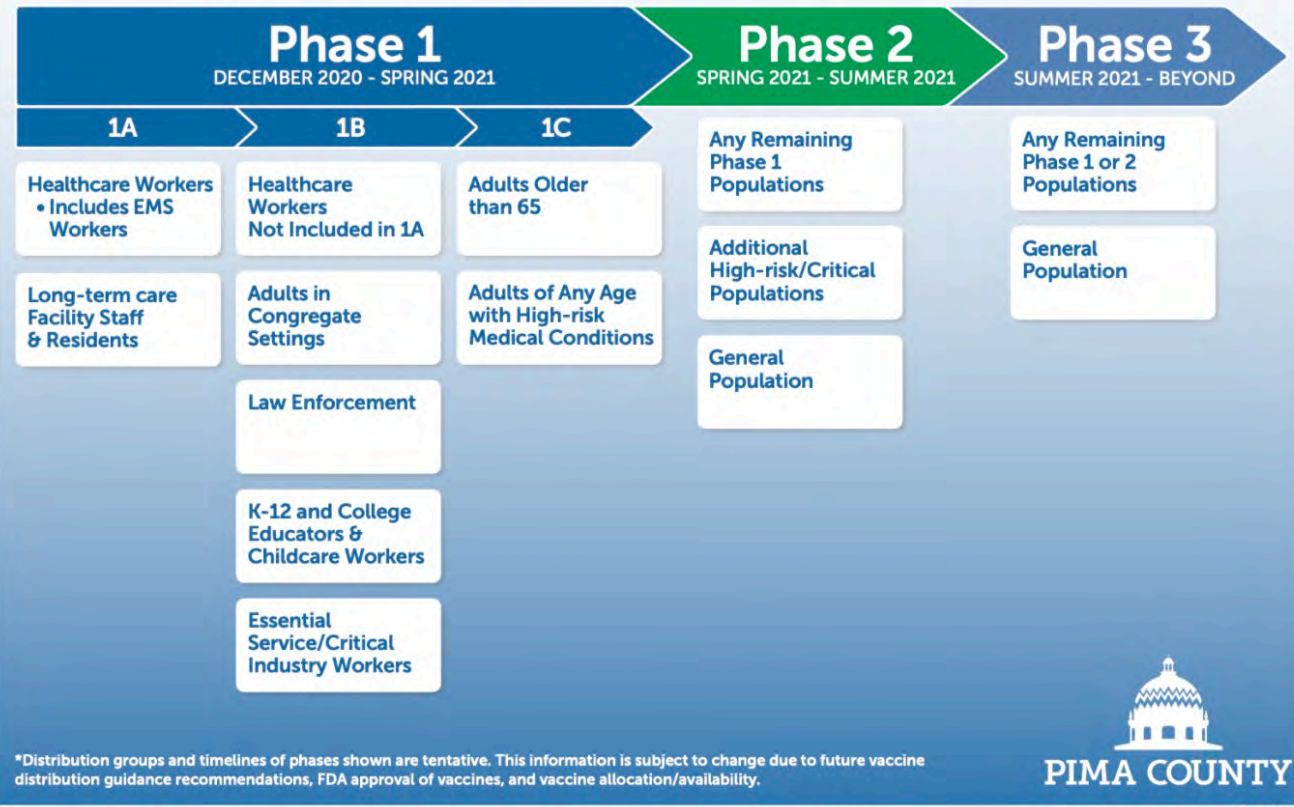
26-Oct	18-Jan	8-Feb	1-March
<b>Step 1.</b> <b>Open Scheduling for Departments</b>  <u>1-Dec</u> Priority Schedule Requests due	<b>Step 2.</b> <b>RCS Schedule Review</b>	<b>Step 3.</b> <b>Resolution Week Department Schedule Review</b>  - Section forms open and are processed in the order received	<b>Step 4.</b> <b>Summer &amp; Fall Schedule is Live</b>

*\*No requests for schedule adjustments or additions will be accepted from 1/18 – 2/8 to allow for schedule clean-up and room optimization*



## Possible Pivot

# Potential COVID-19 Vaccine Prioritization Overview\*



We expect to know more information in the coming months about vaccine distribution.

If there needs to be a pivot the hope is to do this in February **prior** to the schedule being published.





# Discussion



Office of the Registrar

**Thank you for your  
time and support!**

**[RCShelp@arizona.edu](mailto:RCShelp@arizona.edu)**

