



RCS News

Important Updates from Room & Course Scheduling

February 2025

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ANNOUNCEMENTS

Project Kickoff: Evaluating Room Scheduling Software Updates

The Office of the Registrar has started evaluating updates available from **Ad Astra Schedule** to determine if, as an institution, the university would benefit from these updates. Also, part of this information-seeking project is to review the new, app-based version of the program the vendor is developing to assess its impact on our operations and user interfaces. The project, Room Scheduling Software Version Update, emphasizes understanding current use cases, requirements to support change management, and investigating new features such as single sign-on — all while optimizing functionality. The project group will collaborate with key campus partners who utilize the main campus instance of Ad Astra Schedule should updates to processes arise as a result of this project.

MANAGING THE SCHEDULE OF CLASSES

Final Preparations for the Summer & Fall 2025 Schedule of Classes

Publication: Saturday, March 1, 2025

Upon the conclusion of resolution appointments, the RCS team prioritizes processing changes to the Schedule of Classes submitted through **Section Forms**. The RCS team is

busy cleaning-up data, ensuring sections follow policies, and assigning classroom spaces.

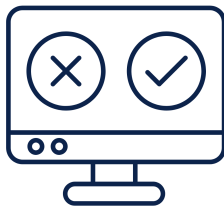
In UAccess, department schedulers can independently adjust instructor assignments, enrollment capacity (considering facility ID capacity), and requisites. However, alterations to class meeting patterns, times, and locations require a [Section Form](#). Review best practices for faster processing in the [Section Form Success Resource Guide](#).

The RCS team encourages finalizing all updates in the Schedule of Classes before publication, which is when student shopping carts become available. Please review and notify RCS of any necessary changes in room assignments via [Section Form](#) prior to March 1st to minimize disruption to student shopping carts and future enrollment.

Steps to check your room assignments:



Navigate to Schedule Overview: *Analytics > Dashboards > Student > Catalog and Schedule > Schedule Overview*



Isolate sections that were assigned/not assigned Centrally Scheduled Classrooms.



Review assignments and note necessary changes.



To make the necessary changes, submit a Section Form. Adjustments to the meeting pattern, time, or day may be needed.

How the Shopping Cart Fits into the Class Enrollment Process

The day the Schedule of Classes is published is also the first day students have access to their Shopping Carts for the upcoming terms. In our messages to students, the Office of the Registrar emphasizes the advantages of using the Shopping Cart feature when building their class schedule. The main function of the Shopping Cart is to save class information (without guaranteeing a seat in the class), to help students plan their fall schedule effectively by exploring various section dates and times. It also enables

students to review class availability and any potential schedule conflicts, providing a comprehensive overview of their options. The Shopping Cart helps validate enrollment eligibility for selected classes, ensuring all requisites are met before finalizing enrollment.

Because we promote the use of Shopping Carts as a tool to help students organize their class enrollment, it is helpful that all changes to classes be made prior to March 1, when the Schedule of Classes is published, and the Shopping Carts are available to use. When class set-up details are finalized before the publication of the Schedule of Classes, we reduce conflicts that can arise when times and locations change once a student selects a class to put in their Shopping Cart.

Registration for summer and fall 2025 will begin in April. To learn more about student enrollment visit the [How to Register for Classes](#) webpage.

Summer & Fall 2025 Resolution Weeks Wrap-Up: Thank You!

With the upcoming conclusion of Resolution Weeks, the RCS team would like to thank all the department schedulers who participated in a Resolution Week appointment. The RCS team was able to host more than 60 appointments supporting over 100 academic subjects by assigning more than 600 classrooms and processing upwards of 500 Section Forms.

Thank you for your efforts in supporting an accurate Schedule of Classes!

SCHEDULING TIP

Importance of Contact Minute Compliance

Contact minutes/hours define the amount of time a student spends in class as it relates to receiving credit hours. A contact hour is often referred to as a credit hour. The chosen meeting pattern determines if the instructional contact minutes are met. If contact minutes are outside the established range, a message displays: **Required Contact Minutes Not Met**. This message indicates additional changes are needed to the meeting pattern to fall within the required range.

Department schedulers will encounter two classifications of time: workload hours and contact minutes. While related to the Schedule of Classes, they have different functions and implications. The number of credit hours of a course determines the necessary contact minutes and the distribution of workload hours.

Contact minute issues result in a class section class status to show as **Tentative**. Class sections with tentative status are excluded from the published Schedule of Classes which prevents enrollment. Refresh your understanding of these class set-up features with the Resource Guide on Calculating Contact Minutes.

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CLASSROOM SPOTLIGHT

Social Sciences (SSCI) 411

Capacity: 35

Features: Social Sciences (SSCI) 411 is a smaller collaborative classroom with enhanced technology, especially designed to support group work. 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.



SSCI 411 features the innovative Mersive Solstice Active Learning technology which is a multimedia collaborative learning platform that allows students to interact with peers at their table and throughout the entire classroom. To learn more about the enhanced technology in this room and the other interactive learning equipped classrooms please contact the Central Classroom Technology team to schedule a technology demonstration via phone 520-621-3852 or email UITS-CTS@arizona.edu.



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.



UPCOMING SCHEDULING DATES & DEADLINES

FEBRUARY
4-14

Resolution Weeks — Summer & Fall 2025

Department schedulers can meet one-on-one with an RCS team member to adjust room assignments for summer and fall 2025 terms

MARCH
1

Schedule Of Classes Summer & Fall 2025 Go Live

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

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