THE UNIVERSITY OF ARIZONA

Office of the Registrar

RCS News

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February 2026

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ANNOUNCEMENTS

Access Past RCS Newsletters in the RCS News Archive

Due to a recent system update, hyperlinks in some previously sent RCS email communications may no longer be clickable. To ensure continued access to prior announcements, resources, and scheduling information, we encourage you to visit the **RCS News Archive**, where you can view past newsletters. Please Note: Some PDF links may not function due to a **system issue**. Our team is actively working to update past newsletters.

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:

- **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)*.

JOIN RCS OFFICE HOURS HERE

THANK YOU

Fall 2026 Resolution Week Appointment Wrap Up

We would like to thank all the department schedulers who participated in a Resolution Week appointment. The RCS team was able to host **55** appointments supporting over **90** Academic Subjects by assigning over **600** classrooms. Thank you for your collaboration in supporting an accurate Schedule of Classes!

MANAGING THE SCHEDULE OF CLASSES

Preparation for the Publication of the Summer & Fall 2026 Schedule of Classes on March 1

With the conclusion of Resolution Week appointments, the RCS team prioritizes processing changes to the Schedule of Classes submitted through **Section Requests** . The team is actively cleaning up data, ensuring sections follow policies, and assigning classroom spaces. Department schedulers can independently adjust instructor assignments, enrollment capacity (considering facility ID capacity), and requisites in UAccess. However, alterations to class meeting patterns, times, and locations require a **Section Request Change** or **Section Request Add**.

The RCS team encourages all updates in the Schedule of Classes to be finalized before publication, which is when student shopping carts become available. Please review and notify RCS of any necessary changes in room assignments via Section Requests prior to **March 1st** to minimize disruption to student shopping carts and future enrollment.

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 sections may not be placed due to various factors.

Steps to check your room assignments:

1. Overview: **Analytics** > Dashboards > Student > Catalog and Schedule > Schedule Overview

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

3. Review assignments and note necessary changes.

4. To make the necessary changes, please submit a **Section Request Change**. Adjustments to the meeting pattern, time, or day may be needed.

Avoid 'Class Status: Tentative' and Unpublished Sections

As we approach publication of the Schedule of Classes, remember that a class setup is not complete if certain essential data fields are left empty. Class setups left incomplete will be marked with a class status of Tentative and will not appear within 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 the 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 are connecting with 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 Active and the class section will be open for view in the Schedule of Classes.

How the Shopping Cart Fits into the Class Enrollment Process

Students gain access to the **Shopping Cart** on the same day the Schedule of Classes is published. The Office of the Registrar encourages students to use the Shopping Cart to plan their schedules in advance. While adding a class to the Shopping Cart does not guarantee enrollment, it allows students to save class options, compare section dates and times, check for schedule conflicts, and review class availability. The Shopping Cart also helps students confirm they meet course requirements before enrollment begins on April 6.

Because we encourage students to use the Shopping Cart to organize their class enrollment, it is helpful for all class changes to be finalized before Sunday, March 1, when the Schedule of Classes is published and Shopping Carts become available. Finalizing class details in advance helps reduce conflicts that can occur if times or locations change after a student has added a class to their Shopping Cart.

Registration for the summer and fall terms will begin in April. To learn more about student enrollment, visit the **How to Register for Classes** page.

From Catalog Approval to Degree Completion Open Forum Recording Available

As departments prepare for the publication of the Summer and Fall 2026 Schedule of Classes, we encourage you to review the recent Open Forum, From Catalog Approval to Degree Completion. The session highlights how catalog requirements, course setup, and class scheduling decisions directly impact students' enrollment experience and progress toward degree completion.

Understanding how these elements align supports stronger section setup and helps reduce registration challenges for students and departments.

VIEW RECORDING HERE

SCHEDULING TIP

Setting Variable Units

Some courses are approved to be scheduled with variable units instead of fixed units. If your department offers a variable unit course, please keep the following in mind:

- The Course Catalog specifies the approved range of units (e.g., 1-3 units).
- Section-level units can be adjusted to a fixed amount for a single term or can vary by student. Any requested units must fall within the approved range.

In some cases, the discretion to choose variable units is left to the student, which is common for independent studies such as theses, capstones, and dissertations.

Please note that making unit adjustments falls outside of the access granted to

department schedulers, so collaboration is needed between department schedulers and the RCS team. Furthermore, any class section level unit adjustments revert to the variable units listed at the catalog during term roll. Class sections using variable units should be reviewed each semester and adjustments must be requested each term as needed.

If there are courses with variable units that need to be adjusted at the class section level for summer or fall 2026, please email **rcshelp@arizona.edu** with the class section details and desired unit adjustments.

UNDERSTANING VARIABLE & FIXED UNITS RESOURCE GUIDE

VIEW ALL RCS RESOURCE GUIDES

EMPLOYEE SPOTLIGHT

Lynna Nguyen

Position: Manager, Class Scheduling

Start Date: January 2026

Job Duties: The Manager of Class Scheduling is responsible for providing excellent service, issue resolution, and planning and oversight of class and event scheduling, while managing the RCS Specialists and Student Worker staff.

Favorite Part of the Job: I love working with people who genuinely enjoy what they do and understand how important the work is to the university as a whole. It's great to be part of a student-focused team!

Fun Fact: I have the impressive ability of being able to nap wherever I am. It's a blessing and a curse.

UPCOMING SCHEDULING DATES & DEADLINES

March 1	**Summer & Fall 2026 Schedule of Classes Goes Live**

View All Scheduling Dates & Deadlines

Land Acknowledgment