



## RCS News

Important Updates from Room & Course Scheduling  
January 2025

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### ANNOUNCEMENTS

#### Start of Term Technology Demonstrations

We know that a new term means new classroom assignments for most instructors, and the Classroom Technology Services team encourages instructors to request a one-on-one classroom demonstration when teaching in unfamiliar [Centrally Scheduled Classrooms](#). To learn how to make the most of new equipment or collaborative technology, [schedule demos via email](#) or by calling 520-621-3852. Please share this information with your department!

#### Use the Central Classroom Support Phone Number!

In preparation for the start of the term, the RCS team visits each of the [Centrally Scheduled Classrooms](#) to adjust the layout and report any maintenance issues. We recognize the 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, or locked rooms — they should be reported directly to the Central Classroom Support service line, 520-621-3852.

The support number is posted in each classroom and by using it, you help streamline the support response and ensure a smooth teaching environment. We encourage you to share this information with your department to keep everyone informed and prepared.

### Central Classroom Support

To report any issues with this classroom

# 520-621-3852

To unlock the door after hours contact Security 520-621-8273

**For emergencies dial 911**

## MANAGING THE SCHEDULE OF CLASSES

### Closed Scheduling & Classroom Optimization: Summer & Fall 2025

The scheduling cycle for summer and fall 2025 has moved to 'closed scheduling' and classroom optimization is now underway. During classroom optimization more than half of the main campus classes are assigned to **Centrally Scheduled Classrooms**, which are rooms managed by Room and Course Scheduling. The more closely aligned the class is with scheduling guidelines (standard meeting patterns, historical enrollment, and balanced department offerings), the more likely a class section will be automatically assigned a Centrally Scheduled Classroom.

During Closed Scheduling, RCS begins preparing the Schedule of Classes for publication by cleaning up data, ensuring sections follow policies, and assigning classroom spaces. After the process of classroom optimization, department schedulers maintain limited UAccess controls with the capability to manage items such as instructor assignments, enrollment capacity, and requisites. Other changes that impact class set-up, such as meeting pattern, time, and location, require collaboration with the RCS team and the use of **Section Forms**, which are available beginning February 3.

### Save the Date: Summer & Fall 2025 Resolution Week Appointments

**February 4 — 14, 2025**

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 the initial class setup. In preparation for resolution week, room assignment results for summer and fall 2025 will be published to UAccess on February 3, 2025. 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. With the entire RCS team pitching in to support appointments during resolution week, the section forms for the summer and fall 2025 terms will open at the end of the day on February 3, and there will be limited processing until the conclusion of resolution weeks.

#### 1. Download Schedule Overview

Starting February 3, 2025, use UAccess Analytics to view/download the Schedule Overview: **Analytics > Dashboards > Student > Catalog and Schedule > Schedule Overview**

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

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**3. Review assignments and note necessary changes**

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**4. Make an appointment**

To make the necessary changes, 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.

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**SCHEDULE YOUR RESOLUTION APPOINTMENT HERE**



*Taking your Resolution Week appointments, left to right: Angelica Medina, Vicky Polashenski, Jenna Childers, Jimena Sotelo, Ana Figueroa, Jaclyn Pryor.*

## SCHEDULING TIP

### Setting Variable Units

Some courses are approved to be scheduled with variable units instead of fixed ones. 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 2025, please email [rcshelp@arizona.edu](mailto:rcshelp@arizona.edu) with the class section details and desired unit adjustments.

**RESOURCE GUIDE: UNDERSTANDING VARIABLE & FIXED UNITS**

**VIEW ALL RCS SCHEDULING TIPS**

## THANK YOU: DR. GAIL D. BURD

Join us in recognizing Dr. Gail D. Burd's remarkable 40-year career and her transformative leadership as Senior Vice Provost of Academic Affairs and Teaching and Learning. Dr. Burd's significant contributions to the University of Arizona and approach to pedagogical innovation have helped establish our institution as one of the most innovative R1 universities in evidence-based teaching and collaborative learning.



As P.I. of a grant from the Association of American Universities (AAU) in 2013, a small team of faculty redesigned five large foundation STEM classes to use active and collaborative learning with evidence-based teaching practices, greatly expanded our use of **Faculty Learning Communities (FLCs)** to support peer mentoring in the use of best teaching practices, and ran a pilot project with the University Library to teach with active learning in a large **collaborative classroom (CLS)**.

Eleven years later, the university has 61 CLSs (24% of the centrally scheduled classrooms). These spaces serve as a partner in instruction during active learning. The university formed a Classroom Committee that now meets biweekly to support classroom

renovations, transformations, and upkeep. In addition, the FLCs continue to provide peer mentoring for innovative teaching with up to 12 separate learning communities and a total of over 100 participants each semester.

The RCS team is grateful for Dr. Burd's leadership of the Classroom Committee and the collaboration with an amazing group of faculty, administrators, and staff from across the university that enabled the above projects to be successful and to foster a community of individuals who care deeply about student success and this university. The University of Arizona and our classrooms are forever changed by Dr. Burd's vision and leadership.

## UPCOMING SCHEDULING DATES & DEADLINES

JANUARY

15

### Last Day of Open Scheduling Summer & Fall 2025

After this date department schedulers need to complete a section form to request any changes, adds, or cancels in the schedule of classes.

JANUARY

16-31

### Summer & Fall 2025 Optimization Processing and Clean-up

During this period RCS staff are supporting classroom assignments and cleaning up optimization bottlenecks. RCS will be all-hands-on-deck to clean up the schedule of classes before opening the schedule for review by departments prior to resolution week appointments.

FEBRUARY

3

### Schedule Of Classes Open for Department Scheduler Review and Section Forms for Summer & Fall 2025 Go Live

We encourage department schedulers to review the Schedule Overview available via the Analytics dashboard to prepare for their Resolution Week appointment.

Starting February 3, 2025, use UAccess Analytics to view/download the Schedule Overview: Analytics > Dashboards > Student > Catalog and Schedule > Schedule Overview. Review assignments and note necessary changes.

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

[View All Scheduling Dates & Deadlines](#)

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