



Office of the Registrar

RCS News

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June 2026

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ANNOUNCEMENTS

Join RCS Office Hours this Summer

Have questions about managing the Schedule of Classes during Open Scheduling, requesting a CLS, or creating a combination? Join the RCS team for biweekly office on Thursdays from 11:00-11:45 a.m. this summer.

Remaining Dates:

- **June 25**
- **July 9 & 23**

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*). Details can be found on the [Office of the Registrar Events page](#).

JOIN RCS OFFICE HOURS HERE

MANAGING THE SCHEDULE OF CLASSES

Halfway There! Look for Winter 2026 & Spring 2027 Schedule of Classes Management Emails

As Winter 2026 and Spring 2027 Open Scheduling reaches the halfway point, departments can expect to receive email notifications from the RCS team highlighting key areas that may need attention in their submissions to the Schedule of Classes.

Open Scheduling, May 4 through July 31, provides the first opportunity for department schedulers to cancel, add, or revise class sections that will be delivered differently than in previous terms.

Prior to July 31, department schedulers should review and update the following:

- **Address Incomplete Meeting Patterns:** Update days and times.
- **Review [Contact Minute](#) Deficiencies:** Adjust meeting patterns.
- **Assign Facility IDs:** Enter specific Department Facility ID – Departmentally Scheduled Classroom (999-TBA if unknown) or 999-RMRQST– Centrally Scheduled Classroom.
- **Update Room Characteristics:** Indicate according to Facility ID listed above (31 – Departmentally Scheduled Classroom, 32 – [Centrally Scheduled Classroom](#); add 35 – for [Collaborative Learning Space requests](#)).
- **Set Requested Room Capacity & Enrollment Capacity:** Update based on historical enrollments.
- **Create Combined Sections:** Ensure sections being taught simultaneously are [set up as combined](#) in the Schedule of Classes.

Reviewing data entered during the Open Scheduling window allows RCS to proactively collaborate with department schedulers and make timely adjustments as needed. The RCS team will continue working with departments to identify and resolve any issues found during the preliminary review, helping ensure an accurate Schedule of Classes is ready for publication on October 1, 2026.

Assigning Accurate Classroom Locations for Departmentally Scheduled Classrooms

With the shift toward keyless building entry, reporting accurate classroom locations via the Facility ID is essential for

building scheduling and security.

While 999-TBA may be used during early planning, class sections are expected to include the correct Facility ID for the meeting location in the published Schedule of Classes. When adding new Departmentally Scheduled Classrooms (DSC) in UAccess, RCS references the enterprise-level space database and [interactive floorplans](#) to verify room details, including authorized capacity, ensuring alignment with safety and fire codes.

Over-enrolling classrooms can lead to safety and accessibility concerns and may negatively impact the student experience. When a discrepancy arises between the authorized capacity and a department's request, RCS collaborates with Risk Management and Planning, Design, and Construction 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 Winter 2026 and Spring 2027 Schedule of Classes, RCS is working with Risk Management to review Departmentally Scheduled Classrooms requested for class sections. To avoid delays, please plan ahead: check your department's spaces using interactive floorplans and request a capacity verification if a room will be used for classes. If your department anticipates renovations, communicate early so certificate-of-occupancy updates can be addressed.

SCHEDULING TIP

Priority Scheduling Request & Review Process

To maintain a collaborative and effective priority scheduling process while accommodating the unique needs of our campus partners, the RCS team has developed a [scheduling grid template](#) to support departments reporting priority scheduling requests consistent with standard meeting patterns.

Priority Scheduling Requests are due by the July 1 deadline. While the request supplements the classroom assignment process, class section set-up data still needs to be entered in UAccess during Open Scheduling (by July 1). Before submitting the form, review the priority request with your department head. Perhaps most importantly, ensure the correct criteria are assigned to the request, as specific qualifications—such as an instructor with a disability or departmental financial support for classroom equipment or renovation—determine eligibility for priority scheduling.

Review the Priority Scheduling Resource Guide to determine if your section meets the criteria and for directions on submitting the request application.

[RCS RESOURCE GUIDE: PRIORITY SCHEDULING REQUEST](#)

[VIEW ALL RCS SCHEDULING TIPS](#)

CLASSROOM SPOTLIGHT

The Commons (CMNS) 105

Capacity: 217

The Commons (CMNS) 105 is a large Collaborative Learning Space (CLS) that offers fixed tables and movable chairs with seating in small groups of 3-4 student stations as well as the opportunity for cross group collaboration through the turn-to-learn style table placement. This seemingly traditional lecture hall offers increased flexibility for instructors looking to explore new ways of incorporating collaborative learning pedagogy. These types of collaborative learning spaces are ideal for **instructors interested in incorporating collaborative learning teaching styles** into their syllabus.

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

July
1

Deadline to Submit Priority Scheduling Request Forms, Common Finals Request Forms & Collaborative Learning Space Requests

July

Last Day of Open Scheduling

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

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