



RCS News

Important Updates from Room & Course Scheduling
March 2025

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ANNOUNCEMENTS

Save the Date: Open Scheduling Winter 2025 & Spring 2026 Kickoff Webinar

May 6, 2025, 1-2 p.m.

Join the RCS team on Tuesday, May 6, from 1-2 p.m. to learn what's new for the winter 2025 and spring 2026 open scheduling cycle. Bring your questions or submit them in advance to rcshelp@arizona.edu.

The Open Scheduling Kickoff Webinars are designed to offer current updates, procedure changes, and to field questions from our department scheduling partners. These webinars are designed to work together with the [UAccess Student: Managing the Schedule of Classes training](#) (offered in Edge Learning) to develop the skills and knowledge needed to successfully create the Schedule of Classes.

REGISTER FOR THE WEBINAR

MANAGING THE SCHEDULE OF CLASSES

Preview Fall Classroom Assignments Prior to Student Enrollment Appointments

RCS assigns Centrally Scheduled Classrooms to make sure that the room aligns with the instructional design and pedagogy of each class section. To support the best student experience, instructors are encouraged to review their assigned spaces early to confirm classroom features and ensure suitability for their instruction needs. The [interactive map of Centrally Scheduled Classrooms](#) gives users information on location, features, included technology, and photos taken from various angles. Identifying potential issues early (e.g., accessibility concerns, classroom layout) gives RCS more flexibility to accommodate room swap requests.

Shopping Carts for fall 2025 opened on March 1 along with the Schedule of Classes, and [enrollment appointments](#) for returning students will roll out from April 7 to April 24. Students use Shopping Carts to plan their schedules by adding desired classes after exploring section options and checking for conflicts and availability. Ideally, students will enter their enrollment appointments with a fully stocked Shopping Cart, including backup options in case their first choices are unavailable.

Room swap requests should be submitted via a [Section Form](#) before enrollment to minimize disruptions to student schedules. Changing rooms, class times, or locations after students have finalized their selections can significantly impact their schedules.

By reviewing classroom assignments early, we can create an optimal learning environment while minimizing disruptions for students. For more information on how students enroll, visit the [How to Register for Classes](#) webpage.

Resolving 'Class Status: Tentative' and Unpublished Sections

Now that Shopping Carts are open and the enrollment period is fast approaching, remember that class section setup is not complete if certain essential data fields are left empty. Class sections with class setups left incomplete are marked with a class status of **Tentative** and do not appear in 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 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 have contacted 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 **Class Status:**

Active and the class section will be open for view in the Schedule of Classes. If enrollment is not intended for any of the existing tentative class sections, please submit a [Section Form](#) to cancel the section.

SCHEDULING TIP

Section Form Success

Section Forms are the primary tool used to communicate Schedule of Classes adds, changes, and cancellations during closed scheduling. Section Forms are available for a given term while the term is actively progressing as well as for the upcoming term after the optimization process is completed. Currently, Section Forms for the spring, summer, and fall 2025 terms are available.

Access to Section Forms is managed separately from Room and Course Scheduling College/Dept Class Scheduler role provisioning. Personnel needing access to Section Forms should first be provisioned for one of the Room and Course Scheduling College/Dept Class Scheduler roles. Once provisioned, the department schedulers training in **Edge Learning** is to be completed, and then after training the RCS team should be notified via email at rcshelp@arizona.edu. For provisioning, the designated supervisor within the department can submit an [AccessFlow request](#).

Completing the [UAccess Student: Managing the Schedule of Classes](#) department scheduling training available on Edge Learning is required before requesting access to Section Forms to ensure Department Schedulers are well informed of best practices for managing the Schedule of Classes and submitting Section Forms.

The RCS team has compiled some helpful recommendations to ensure the section form includes the necessary information to efficiently process forms in the order they are received. **Pay close attention to steps 9-13 on the Resource Guide for suggestions on what to include for commonly missed fields.**

RESOURCE GUIDE: SECTION FORM SUCCESS

VIEW ALL RCS SCHEDULING TIPS

CLASSROOM SPOTLIGHT

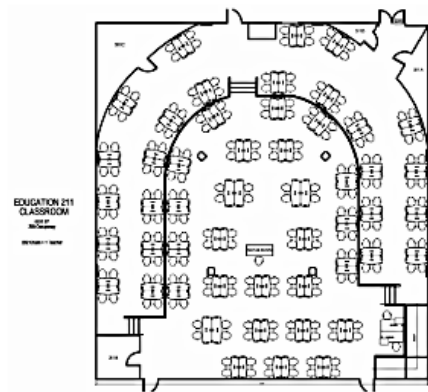
Education (EDUC) 211

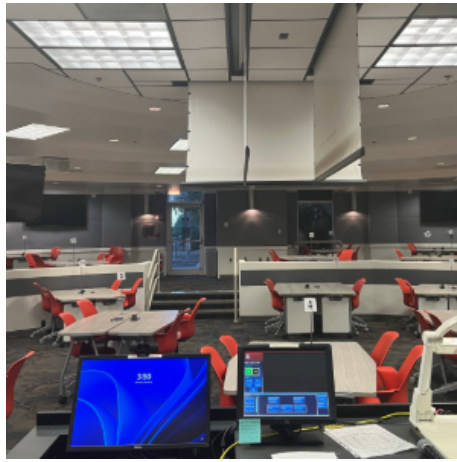
Capacity: 200

Features: [Education \(EDUC\) 211](#) is a large, Collaborative Learning Space with movable tables configured in groups ideal for interactive project work. EDUC 211 has a full suite of equipment including increased monitors and projectors offering dual image display and added personal-sized whiteboards to increase collaboration. Situated near the student union, this classroom is commonly used for Academic related activities and events.



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.





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.

UPCOMING SCHEDULING DATES & DEADLINES

May
5

Open Scheduling Begins — Winter 2025 & Spring 2026

MAY
6

Open Scheduling for Winter 2025 & Spring 2026 Kickoff Webinar

[View All Scheduling Dates & Deadlines](#)

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