THE UNIVERSITY OF ARIZONA

A | Office of the Registrar

RCS News

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March 2026

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ANNOUNCEMENTS

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:

- **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

Register Now: Open Scheduling for Winter 2026 & Spring 2027 Kickoff Webinar

May 5, 2026, 1—2 p.m.

Join the RCS team on Tuesday, May 5, 2026, 1—2 p.m. to learn about new guidelines for the Winter 2026 and Spring 2027 Open Scheduling cycle. Learn how recent updates from the Reimagine RCS project, including enhanced control within the UAccess scheduling platform, will improve the Open Scheduling process.

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. Bring your questions or submit them in advance to **rcshelp@arizona.edu**.

REGISTER NOW

Analytics Report Update: Class Status Tentative Now Included

In partnership with the University Analytics and Instructional Research (UAIR) team, Class Status is a newly included field to the Schedule Overview report. We encourage department schedulers to utilize the Schedule Overview report to review and track the class sections scheduled for a given term. Adding Class Status will create more transparency for managing class sections with the Tentative status, which are not included in the published Schedule of Classes.

Navigation to the Schedule Overview report is as follows in **UAccess Analytics**: UAccess > Analytics/Reporting > Dashboards > Student > Catalog and Schedule > Schedule Overview.

Download the report and filter class sections by class status as needed. Please join us for **office hours** for additional guidance as needed.

Course Types Policy Updates

RCS is working with the Academic Catalog & Policy team on updates to the **Course Types policy** , including adding a new Clinical Course Type. Some courses currently using Independent Study or Practicum components may be better aligned with the new Clinical component. The Office of the Registrar is working with Curricular Affairs and impacted academic departments to update existing courses and class sections to the new Clinical Course type for the Fall 2026 term. More information related to individual course updates will be shared at the upcoming Open Scheduling webinar.

Recognizing Jenna Childers

Join us in recognizing Jenna Childers, Classroom Support Services Coordinator, for her outstanding contributions across the Office of the Registrar over the past three years.

Jenna has helped to reshape classroom support processes and improve customer service that supports the management of the Centrally Scheduled Classrooms. Jenna has been instrumental in streamlining customer service operations, as well as countless other behind-the-scenes improvements within RCS that have strengthened our processes.

On behalf of the entire RCS team and the Office of the Registrar, thank you, Jenna, for your dedication, exploration, and unwavering support. Wishing you continued success!

MANAGING THE SCHEDULE OF CLASSES

Preview Fall Classroom Assignments Prior to Student Enrollment Appointments

RCS assigns Centrally Scheduled Classrooms to ensure each 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 new, **interactive map of Centrally Scheduled Classrooms** gives users information on location, features, and included technology—and most rooms have photos as well! Identifying potential issues early (e.g., accessibility concerns, classroom layout) gives RCS more flexibility to accommodate room swap requests.

Shopping Carts for Summer and Fall 2026 opened on March 1 along with the Schedule of Classes, and **registration** for continuing students will begin on April 6. 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 the registration period with a fully stocked Shopping Cart, including backup options in case their first choices are unavailable.

Room swap requests should be made before enrollment to minimize disruptions to student schedules. Changing rooms, class times, or locations after students have finalized their selections (especially after the term has started) can significantly impact their schedules. By reviewing classroom assignments early, we can create an optimal learning environment while minimizing disruptions for students.

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 Request - Change** to cancel the section.

SCHEDULING TIP

Section Request Access and Success

As a success factor from RCS Reimagine, access to Section Requests is now included in the Room and Course Scheduling College/Dept Class Scheduler role. Personnel needing access to Section Requests should first be provisioned for one of the Room and Course Scheduling College/Dept Class Scheduler roles. To complete provisioning, the department schedulers training in Edge Learning is to be completed. 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 through Edge Learning is required to access Section Requests to ensure Department Schedulers are well informed of best practices for managing the Schedule of Classes and submitting Section Requests.

As part of the RCS Reimagine project roll-out, new Section Request resource guides are available for reference. If a class section already exists and class set-up data changes are needed or if the class section is to be cancelled, then a **Section Request – Change** is needed. Otherwise, use the **Section Request – Add** process to add a new class section during closed scheduling.

After submitting a Section Request, department schedulers may manage their entire inventory of requests through the **Section Request Navigation Dashboard**.

For more information, check out the **Closed Scheduling Resource guides**.

CLASSROOM SPOTLIGHT

Modern Languages (MLNG) 350 Renovation

New Capacity: 350

On behalf of the Classroom Committee, we are excited to share an update on the Modern Languages (MLNG) 350 renovation project. While the building may experience some dust and noise during construction, project teams are working diligently to keep the renovation on schedule for completion by Fall 2026.

MLNG 350 is one of the larger lecture halls on campus, and the renovation focuses on improving accessibility for both students and instructors while increasing overall seating capacity. The project introduces a new approach to lecture hall seat distribution, expanding flexible seating options with wider chairs and additional fixed tables paired with movable chairs throughout the space.

When completed, the lecture hall will also feature a reimagined instructional platform with new ramp access. Stay tuned for announcements about the grand opening later this fall.

UPCOMING SCHEDULING DATES & DEADLINES

May 4	**First Day of Open Scheduling**

May 5	**Open Scheduling Kick Off Webinar**

View All Scheduling Dates & Deadlines

Land Acknowledgment