



## RCS News

Updates from Room & Course Scheduling  
May 2026

### IN THIS ISSUE

#### ANNOUNCEMENTS

- Join RCS Office Hours this Summer

#### THANK YOU

- Open Scheduling Winter 2026 & Spring 2027 Kickoff Webinar – Recording Now Available

#### MANAGING THE SCHEDULE OF CLASSES

- Winter 2026 & Spring 2027 Open Scheduling Underway
- Assigning Facility ID for Departmentally Scheduled Classrooms

#### SCHEDULING TIP

- Requesting a Collaborative Learning Space

#### STUDENT EMPLOYEE SPOTLIGHT

- Arianne Gomez

#### UPCOMING SCHEDULING DATES & DEADLINES

## 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 hours on Thursdays from 11:00-11:45 a.m. this summer.

#### Remaining Dates:

- **May 28**
- **June 11 & 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*).

## THANK YOU

### Open Scheduling for Winter 2026 and Spring 2027 Kickoff Webinar

Thank you to everyone who joined us for the Winter 2026 and Spring 2027 Open Scheduling Kickoff webinar! We appreciated the thoughtful questions submitted and shared during our session. This year's session covered updates for Open Scheduling, including a new communication plan for Historical Enrollment-informed room requests, an updated resource guide for navigating the Section Request Dashboard, and a preview of upcoming Centrally Scheduled Classroom resources. The [webinar recording and slides](#) are available for reference.

As a follow-up to the webinar, please note that we've updated the Priority Scheduling language to better support the Priority Scheduling process, specifically related to:

- **Criteria 3:** Department has an instructor with a disability, **requires use of elevator**, or travel restrictions for back-to-back classes that needs to use a centrally scheduled classroom.

This update to include elevator needs will provide more transparent support related to instructor classroom assignments. The RCS partners closely with the [Disability Resource Center](#) to support classroom assignments for known accommodations for students, faculty, and staff. Please continue submitting priority requests for faculty and staff who meet Criteria 3.

For a more in-depth review of scheduling processes, including changes since RCS Reimagine Go Live, the department scheduler training is available in EDGE Learning for your reference, [UAccess Student: Managing the Schedule of Classes training](#).

## MANAGING THE SCHEDULE OF CLASSES

### Winter 2026 & Spring 2027 Open Scheduling Underway

Winter 2026 and Spring 2027 Open Scheduling in UAccess began on May 4 and continues through July 31. Open Scheduling marks the beginning of the scheduling cycle and is the first opportunity for department schedulers to add, change, or cancel class sections to be delivered differently than in past terms. For additional guidance please check out the [RCS Resource Guides](#), reference the [RCS Dates and Deadlines](#) and join us for [Summer Office Hours](#) for 1-1 support. We appreciate your dedication to this process to support the publication of the Schedule of Classes on October 1, 2026.

## Assigning Facility ID for Departmentally Scheduled Classrooms

With the shift towards keyless entry to buildings, reporting accurate classroom and laboratory locations through facility IDs is vital for building scheduling and security. Although 999-TBA may be used during early planning, moving forward, class sections are expected to list the accurate facility ID of the class meeting location in the published Schedule of Classes. When adding new Departmentally Scheduled Classrooms (DSC) in UAccess, RCS references the enterprise level space database, [interactive floorplans](#), to reference room details, including authorized capacity to ensure alignment with classroom safety and fire codes.

Over-enrolling classrooms leads to safety and accessibility concerns, which may negatively impact the student experience. When a capacity discrepancy arises between the authorized capacity and a request by a department, RCS collaborates with Risk Management and the Planning, Design, and Construction team 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.

In preparation for publishing the Winter 2026 and Spring 2027 Schedule of Classes, RCS is working with Risk Management to review Departmentally Scheduled Classrooms (DSC) that have been requested to hold class sections. To avoid delays, please plan ahead. Check your department's spaces through interactive floorplans and request a capacity verification if a room may be used for classes. If your department anticipates renovations, please communicate early so certificate-of-occupancy updates can be addressed.

### SCHEDULING TIP

## Requesting a Collaborative Learning Space

With Winter 2026 and Spring 2027 Open Scheduling underway and the start of summer right around the corner, now is the perfect time to connect with instructors to confirm their class layout needs and options. [Collaborative Learning Spaces \(CLS\)](#) are reimagined classrooms that support a model of active learning by providing flexible furniture arrangements, multiple screens, tabletop whiteboards, augmented acoustics, and enhanced networks to encourage the use of technology.

There are 52 CLS rooms and each semester the demand for a CLS grows. If there are multiple requests for a specific CLS at a certain time, the RCS team works with the department schedulers to find a solution. It is best to have already discussed options with your instructors before rooms are scheduled. For example, is the instructor's priority to have the CLS even if it is outside of prime-time hours, or do they value the meeting pattern and time over the CLS format? As the department scheduler, it is important to know the options available and how to guide faculty in accessing these instructional resources.

Instructors are responsible for submitting and maintaining their applications to qualify for the CLS Preferred Instructor list. Instructor eligibility will be verified before a CLS is assigned. Department Schedulers who need to confirm active CLS Preferred

Instructors for their department can contact [rshelp@arizona.edu](mailto:rshelp@arizona.edu) to check if an instructor is approved.

Open scheduling is the ideal time to request a Collaborative Learning Space. Review the step-by-step process in the RCS Resource Guide below:

[VIEW CLS REQUEST GUIDE](#)

## STUDENT EMPLOYEE SPOTLIGHT



### Arianne Gomez

**Start Date:** September 2024

**Major/Year:** Accounting & Spanish  
Translation/Interpretation, Sophomore

**Position:** I currently work as student worker with RCS; however, I have recently been offered and accepted the opportunity to grow professionally into a student leadership role.

**Job Duties:** My responsibilities as a student worker include providing support to staff members and collaborating with them to resolve scheduling conflicts, process section requests, and ensure student records and class setups are accurate. I also help organize and manage events and emails.

**Favorite Part of the Job:** My favorite part of working with RCS is working with the students and staff. I love coming into work with such a supportive, encouraging work environment. Additionally, my favorite part of being an RCS student worker is being able to help others, whether it be assisting departments with questions, supporting student organizations or working on team projects with coworkers. I love being able to support in any way shape or form.

**Fun Fact:** One fun fact about me is that I love to swim and my favorite stroke is the butterfly, which I qualified for at State during high school!

## UPCOMING SCHEDULING DATES & DEADLINES

July  
1

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

July  
31

**Last Day of Open Scheduling**

[View All Scheduling Dates & Deadlines](#)

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