



RCS News

Important Updates from Room & Course Scheduling

November 2025

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ANNOUNCEMENTS

Join RCS Office Hours this Fall!

Have questions about scheduling? Join RCS office hours to receive personalized, one-on-one support from the RCS team. Based on your feedback, these sessions have proved to be a valuable resource through all stages of the class scheduling cycle.

Join the RCS team for [biweekly office hours](#) on Thursdays from 11:00-11:45am this fall (excluding holidays). Remaining dates include:

- **December 11**

These drop-in sessions are an ideal time to ask questions and receive guidance on navigating the new user experience and class scheduling process best practices. These office hours are open to all department schedulers; no appointment is necessary.

[JOIN OFFICE HOURS HERE](#)

Fall 2025 Common and Standard Final Exam Classrooms Assigned

Final exam classroom assignments for Fall 2025 have now been completed and distributed to department schedulers. The classroom assignment process for standard final exams is an automated process run through Ad Astra Schedule based on the Schedule of Classes room assignment and the corresponding [Fall 2025 Final Exam Schedule](#). Rooms are typically assigned to the primary section scheduled in a classroom. However, due to non-standard meeting patterns, some sections may not have an assigned room or may experience conflicts. If you have questions about your department's final exam room assignment, please reach out to RCS via email rcshelp@arizona.edu for assistance.

Section Request Processing – Supporting Returned and Saved Requests

Since the roll out of the newly embedded section request process through RCS Reimagine, the RCS team has noticed a decrease in overall processing time. However, there are a few factors that increase processing time specifically for Section Request Changes. In some cases, RCS has noticed that department schedulers are initiating a section request change but forgetting to submit ([step 7 on the resource guide](#)) for RCS review. Similarly, in some cases, a section request is returned for department review, after adding the additional details on the request comment, then select the resubmit button on the approvals tab to return the request to RCS for processing. The RCS team is reaching out to department schedulers biweekly to alert them of any Saved or Returned requests that may need review. Check out the [Section Request – Dashboard Navigation resource guide](#) for additional details on viewing sections and filtering by status.

MANAGING THE SCHEDULE OF CLASSES

Navigating Class Scheduling with RCS Reimagine

During this round of Open Scheduling for summer and fall 2026, we want to draw special attention to the enhanced navigation through the one stop UA Class Scheduling tile. Designed to offer user friendly action-oriented guidance, the UA Class Scheduling tile organizes essential scheduling tools within time-based folders in a navigation list. The navigation starts with the year-round scheduling tools, followed by the Open Scheduling tools folder, and then two role specific Closed Scheduling tools folders. Check out the [navigation overview](#) shared during the project roll out and join us for [office hours](#) December 11 from 11:00-11:45am to learn about the new features to best support the summer and fall 2026 scheduling period.

Update Fall 2025 Instructors for Timely Grade Posting

Assigning instructors is a key step in building the Schedule of Classes and helps to lay the foundation for correctly setting up class sections in UAccess. To be assigned to a class and to submit grades, instructors must be currently employed by the university, hold an active graduate assistantship, or have designated campus colleague (DCC) status. Additionally, they must have approved courses listed in the [Instructor/Advisor Table in](#)

[UAccess](#). Department schedulers can update the table year-round and make necessary changes to instructor assignments in the Schedule of Classes.

Review these important components of Instructor Table management:

- Review and update instructor status each semester. Department schedulers can update the Instructor/Advisor Table and Schedule of Classes year-round to ensure transparency for students. If there is a discrepancy in the instructor's status when assigning them to a class, work with your unit's HR coordinator to confirm the instructor's information and then update the table.
- Ensure accurate instructor assignments by listing personnel with their specific Instructor Role (Primary Instructor, Department Administrator, Secondary Instructor, Teaching Assistant).
- Set the appropriate access. Instructors listed with Post access can enter grades and push the grades to the student's record. Instructors with Grade access can only enter grades. It is the department's responsibility to ensure that each class has a Primary Instructor with Post access to enable timely grade posting. The RCS team monitors this as a safeguard, but departments are expected to manage access proactively.
- For class sections with multiple meeting patterns (e.g., "1 of 2" or more in UAccess), a Primary Instructor with post access needs to be assigned to each pattern, especially for Hybrid (HY) instruction mode.

A well-managed Instructor/Advisor Table supports the accurate and timely assignment of instructional staff for class sections. Having the table updated provides students transparent access to class details when registering for classes and helps to avert delays in posting final grades as the primary instructor of record has already been assigned grade posting access for that class.

Planning for Spring 2026 Room Swaps & Room Releases Based on No or Low Enrollment

Starting December 1, 2025, if a class section assigned to a Centrally Scheduled Classroom has fewer students enrolled than anticipated, the section may be moved to a smaller classroom better suited to the level of enrollment. By reviewing real-time student enrollment and making timely adjustments based on actual space needs, RCS can more efficiently use the Centrally Scheduled Classrooms.

Class sections assigned to a Centrally Scheduled Classroom that have no students enrolled by January 5, 2026 will have that room released, and the Class Status will be changed to "Cancelled Section." Departments can choose to cancel sections that have no enrollment prior to this date by initiating a [Section Request – Change](#).

The RCS team is preparing to begin communicating with department schedulers to initiate planning for potential room swaps or releases based on projected enrollment on December 1, 2025. If a section meets criteria for no or low enrollment at that time, RCS requests department schedulers share any relevant rationale that should be considered before making room assignment changes. For more information on the guidelines, and other updates for this scheduling cycle, please revisit the recording and deck presented at the [Open Scheduling Winter 2025 and Spring 2026 Kickoff Webinar](#).

Halfway There! Summer & Fall 2026 Open Scheduling Continues

As Summer & Fall 2026 Open Scheduling reaches the halfway point, departments can expect to receive email notifications from the RCS team alerting them to key areas that need attention in their submissions to the Schedule of Classes. Open Scheduling, October 6, 2025 through January 15, 2026, is the first opportunity for department schedulers to cancel, add, or change class sections to be delivered differently than in the past.

Prior to January 15, 2026, department schedulers should take action to make changes to:

- Address incomplete meeting patterns: Update days and times
- Review contact minute deficiencies: Adjust Meeting Pattern and/or Instruction Mode
- Assign Facility ID: 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, or 32 – Centrally Scheduled Classroom (also 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 March 1, 2026.

SCHEDULING TIP

Priority Scheduling Requests & 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 grid template to support departments reporting priority scheduling requests consistent with standard meeting patterns.

NEW: Use the [Scheduling Grid Template](#) if your request pertains to multiple sections. (The Excel template will be saved to your download folder.)

All Priority Scheduling Requests are due by the December 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.

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.

- **CRITERIA 1** The department has provided financial support for a centrally scheduled classroom(s) i.e. equipment or renovation.
- **CRITERIA 2** A class requires equipment that is not available in any other centrally-scheduled classroom, or there are equipment travel restrictions for back-to-back classes.
- **CRITERIA 3** The department has an instructor with a disability or travel restrictions for back-to-back classes who needs to use a centrally scheduled classroom.
- **CRITERIA 4** The department has hybrid course(s) that would efficiently use a centrally scheduled classroom. Note: A hybrid class has an online meeting pattern and an in-person meeting pattern.

Although not all departments meet criteria 1 or 2, many have instructors who meet **CRITERIA 3**. Please communicate with these instructors and submit a Priority Scheduling Request for those who might benefit from specifying their classroom or building. Check out the [Priority Scheduling resource guide for additional details](#).

[VIEW ALL RCS RESOURCE GUIDES](#)

CLASSROOM SPOTLIGHT

McClelland Park (MCPRK) 105



Capacity: 150

Features:

Located near the Global Center, [MCClelland Park \(MCPRK\) 105](#) is a mid-sized lecture hall situated in the Park District on the southwest side of campus near many residence halls. While the primary layout structure of MCPRK 105 is well suited for lecture style instruction, this tiered lecture hall offers multiple rows of fixed tables with movable chairs per tier which provides some opportunity for collaboration. This type of layout may be helpful for instructors who want to include some elements of collaboration in their class section but still want the primarily lecture style structure.

UPCOMING SCHEDULING DATES & DEADLINES

December 1

Deadline to submit Priority Scheduling Request Forms, Common Final Request Forms, and Collaborative Learning Space Requests

December
2-12

Priority Scheduling resolution period

January 15

Last day of Open Scheduling

January 16-
30

Optimization processing and clean-up

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

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Land Acknowledgment