



RCS News

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October 2025

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ANNOUNCEMENTS

RCS office hours are back this fall!

RCS office hours are continuing this fall to provide personalized, one-on-one support from the RCS team. Introduced over the summer to help with new processes from the Reimagine Class Scheduling project, these sessions proved to be a valuable resource, and your feedback confirmed that this type of interaction with RCS Staff would be helpful through all stages of the class scheduling cycle. Join the RCS team for biweekly office on Thursdays from 11:00-11:45am this fall (excluding holidays). Remaining dates include:

- **October 16**
- **October 30**
- **November 13**
- **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](#)

Unused Class Sections Removed Before Fall 2025 Term Roll

As program offerings continue to expand, there is a need to reduce excess unused class sections and class numbers that are rolled or carried over from term to term (i.e. term roll). Class sections with a history of no enrollment for the past five like terms (e.g., fall 2025, fall 2024, fall 2023, fall 2022, fall 2021) were removed from the term roll process. Canceling these class sections prevents overlaps in the class numbering system to avoid enrollment errors. Canceled sections can be rescheduled for enrollment, as necessary. Please contact rcshelp@arizona.edu with any questions.

THANK YOU

Open Scheduling for Summer & Fall 2026 Kickoff Webinar

Thank you to everyone who joined us for the Summer and Fall 2026 Open Scheduling Kickoff webinar! We appreciated the thoughtful questions submitted and shared during our session. Topics included the updates on RCS Reimagine access, new resource guides for managing honors class section set-up, and a reminder that the Modern Languages Lecture Hall 350 is offline for Spring and Summer 2026. The [Open Scheduling Webinar recording and slides](#) are available for reference.

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

MANAGING THE SCHEDULE OF CLASSES

Summer & Fall 2026 Open Scheduling Began October 6, 2025

Summer & Fall 2026 Open Scheduling in UAccess began on October 6 and continues through January 15. On September 26, the class schedule "rolled over" from Summer and Fall 2025 to create the Summer and Fall 2026 schedule of classes. 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. We appreciate your dedication to this process to support the publication of the Schedule of Classes on March 1, 2026.

SCHEDULING TIP

Centrally Scheduled Classrooms Use for Cocurricular and Administrative Events

The Room & Course Scheduling team in the Office of the Registrar manages scheduling in Centrally Scheduled Classrooms (CSC). The primary use for CSCs is reserved for scheduled class sections. Availability permitting, academic and administrative departments may request to schedule events that align with the [Use of Centrally Scheduled Classrooms guidelines](#).

Please note, the event request process is for supplemental activities or events (e.g., review sessions, staff meetings, professional development series, etc.) and should not be used for required course activities (e.g., final exams, class meetings, etc.). Any required course activities should be included in the Schedule of Classes.

We request events to be submitted 2 weeks prior to the first meeting date to allow adequate time for processing. Review the new Event and Room Request resource guide for additional details on creating event requests:

FACULTY AND STAFF EVENT AND ROOM REQUEST GUIDE

STUDENT ORGANIZATION EVENT AND ROOM REQUEST GUIDE

VIEW ALL RCS RESOURCE GUIDES

CLASSROOM SPOTLIGHT

Ina E. Gittings Building (GITT) 129B



Capacity: 264

The [Ina E. Gittings Building \(GITT\) 129B](#) is a large Collaborative Learning Space (CLS) on the east side of the mall. This classroom was transformed to a [Collaborative Learning Space \(CLS\)](#) in 2018 to accommodate the growing demand for CLS style classrooms. GITT 129B offers personal whiteboards and markers to support group work and problem-solving for various class activities. Unique features of the classroom include the adjacent Huddle-in (GITT 129A) and Huddle-out (GITT 129C) spaces reserved for instructors and instructional support staff the hour before (Huddle-in) and after (Huddle-out) their scheduled class meeting. These spaces provide a quiet place for instructors to meet with students to field questions before and after the class period.

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

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

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Land Acknowledgment