



Office of the Registrar

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October 2026

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ANNOUNCEMENTS

Join RCS Office Hours this Fall

Have questions about class scheduling? Join RCS office hours for one-on-one support from the RCS team throughout the scheduling cycle. Please note that Office hours are now held biweekly on Tuesdays from 10:00-10:45 a.m. this fall.

Mark your calendar:

- **November 3, 17**
- **December 1, 15**

These drop-in office hour sessions are an ideal time to ask questions, receive guidance on navigating UAccess, and learn more about best practices related to class

scheduling. These office hours are open to all department schedulers (no appointment necessary). Check out the [Office of the Registrar events page](#) for more details about RCS Office hours and other Registrar events.

JOIN RCS OFFICE HOURS

Fall 2026 Common & Standard Final Exam Classrooms Assigned

The fall 2026 final exam classroom assignment process is complete. Common Final exam room placement has been distributed to department schedulers. Standard Final exam rooms are assigned automatically through Ad Astra Schedule, based on the Schedule of Classes room assignments and the [Fall 2026 Final Exam Schedule](#). Final exams room assignments are displayed in [Ad Astra Schedule](#) for department reference.

In most cases, rooms are assigned to the primary section scheduled in a classroom. However, sections with non-standard meeting patterns may not receive an assigned room or may encounter scheduling conflicts.

If you have questions about your department's final exam room assignments, please contact RCS via [email](#) for assistance.

THANK YOU

Open Scheduling for Summer & Fall 2026 Kickoff Webinar-Recording Now Available

Thank you to everyone who joined us for the Summer and Fall 2027 Open Scheduling Kickoff webinar! We appreciated the thoughtful questions submitted and shared during our session. Topics included the updates on the Health Sciences Scheduling integration, new resource guide for managing waitlist, and the roll out of the Schedule Validation Dashboard in UAccess. 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

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. Once this essential set-up is completed 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.

Summer and Fall 2027 Open Scheduling Underway

Summer and Fall 2027 Open Scheduling in UAccess began on October 5 and continues through January 15, 2027. 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 [RCS Office Hours](#) for 1-1 support. We appreciate your dedication to this process to support the publication of the Schedule of Classes on March 1, 2027.

HEALTH SCIENCES SCHEDULING CORNER

Fall 2027 HSIB and PBC Scheduling Timeline & Updates

The Fall 2027 HSIB and PBC scheduling is now underway. The HSS team is supporting the same scheduling process as in past cycles. Department Schedulers may enter Fall 2027 course dates and times in Astra Schedule through October 31, including primary and secondary room preferences in the description field. HSIB room assignment reports will be distributed by November 15 for a two-week review period, and beginning December 1, late-added courses and non-academic event requests may be submitted. Orientation sessions must be requested through the Orientation Request Form during Phase 1 scheduling, and approved sessions will be managed by the [HSIB Events team](#). Additionally, Health Sciences Scheduling training is available through [EDGE Learning](#). Please reach out if you need training or support during the scheduling process. Check out the HSS [training and documentation](#) resources for additional guidance.

SCHEDULING TIP

Managing Waitlists

Waitlists are a valuable enrollment management tool for departments to monitor student demand, maximize course capacity, and fill available seats efficiently. To support consistent use of waitlists across campus, the Office of the Registrar has updated guidance on setting up, managing, and closing waitlists, including best practices for combined sections and auto-enrollment. Effective for Fall 2026, waitlisted students have delayed Brightspace access until official enrollment.

Additionally, enhanced messaging was created to help students navigate lecture/lab waitlist combinations more effectively.

To support greater transparency and effective enrollment management, the Office of the Registrar has released new and updated staff resources for managing waitlists in the Schedule of Classes, including guides for [Setting Up and Closing a Wait List](#) and [Combined Section Set-Up](#).

EMPLOYEE SPOTLIGHT



Ariella Duarte

Start Date: May 2026

Major: Double Major in Psychology and Human Development & Family Sciences, Senior

Position: I am part of the student staff in the Room and Course Scheduling department.

Job Duties: My duties include assessing and scheduling events according to procedures, ensuring CSC rooms are visited and reporting any damage or important features that are missing, verifying section requests in alignment with the course catalog, and answering emails and

phone calls pertaining to any of the above.

Favorite Part of the Job: Most know that I love working on events because I have gotten incredibly familiar with the process. I also enjoy helping other students with event questions or any question I can answer.

Fun Fact: I want to be a school counselor and volunteer with grieving children every Tuesday night at Tu Nidito!

UPCOMING SCHEDULING DATES & DEADLINES

December

1

Priority Scheduling, Common Final Exam, and CLS Requests Deadline

[View All Scheduling Dates & Deadlines](#)

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Land Acknowledgment