



## RCS News

Important Updates from Room & Course Scheduling

April 19, 2024, 8:30 a.m.

### IN THIS ISSUE

- **ANNOUNCEMENTS**
  - Unused Class Sections to be Removed Before Spring Term Roll
  - Open Scheduling Begins May 6
  - Register Now: Winter 2024 & Spring 2025 Open Scheduling Kickoff Webinar
  - Check Out the New Centrally Scheduled Classroom Interactive Map!
- **SCHEDULING TIP:** Requesting a Collaborative Learning Space
- **CLASSROOM SPOTLIGHT:** Chemistry (CHEM) 218
- **UPCOMING SCHEDULING DATES & DEADLINES**

## ANNOUNCEMENTS

### Unused Class Sections to be Removed Before Spring Term Roll

As program offerings continue to expand, there is a need to reduce the surplus of unused class sections and class numbers that are rolled from term to term (Term Roll). Canceling sections that have no enrollment history for the past five like terms (e.g., Spring 2024, Spring 2023, Spring 2022, Spring 2021, Spring 2020) will prevent overlap in the class numbering system and avoid enrollment errors. The RCS team is currently communicating with department schedulers to cancel these sections before the Term Roll on April 29. Canceled sections, including many independent study (IND) sections, can be rescheduled for enrollment, if necessary. Please contact [rcshelp@arizona.edu](mailto:rcshelp@arizona.edu) with any questions.

### Open Scheduling Begins May 6

Open Scheduling in UAccess begins on **May 6 and continues through July 31**. The terms will "roll over" from Winter 2023 and Spring 2024 to create the Winter 2024 and Spring 2025 terms on April 29 in preparation. Open Scheduling is the first opportunity for department schedulers to add, change, or cancel class sections to be delivered differently than in the past.

## Register Now: Winter 2024 & Spring 2025 Open Scheduling Kickoff Webinar

**April 30, 2024, 1—2 p.m.**

Join the RCS team on Tuesday, April 30, from 1-2 p.m. to learn what's new for the Winter 2024 and Spring 2025 open scheduling cycle with student-centered DYN session alignment, a preview of the new interactive classroom map, and a “sneak peek” at progress on the project to reimagine classroom scheduling. Bring your questions or submit them in advance to [rcshelp@arizona.edu](mailto:rcshelp@arizona.edu).

Our Open Scheduling Kickoff Webinars are designed to offer current updates, procedure changes, and to field questions from our department scheduling partners. 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.

REGISTER FOR OPEN SCHEDULING KICKOFF WEBINAR

### Check Out the New Centrally Scheduled Classroom Interactive Map!

The Classroom Committee and the RCS Team welcome you to the new [Centrally Scheduled Classroom interactive map](#) to experience its enhanced capabilities firsthand. The new interactive map and classroom listing was made possible through the partnership of [Enterprise Geographic Information System \(EGIS\)](#), [Classroom Technology Services \(CTS\)](#), [Planning Design & Construction \(PDC\)](#), and the Classroom Committee. The map is managed by the Room and Course Scheduling team and is hosted on the Office of the Registrar webpage:

[classrooms.registrar.arizona.edu](https://classrooms.registrar.arizona.edu)

*Remember to update any bookmarks or links to the previous classroom list ([ctsrooms.arizona.edu](https://ctsrooms.arizona.edu)) as that page will be unavailable moving forward.*

Key features of the new map include:

- **Enhanced map capabilities.** The interactive map provides spatial awareness of Centrally Scheduled Classroom locations within buildings and across the Main Campus. In the Building Sort filter mode, the campus map becomes interactive allowing visual representation of classrooms of various sizes and their relation to campus.
- **Improved sorting features.** The new map includes sorting features for capacity, room classification (e.g., lecture hall, collaborative classroom, seminar), and available classroom equipment. These sorting options will enable you to quickly find classrooms that meet your specific requirements.
- **Expedited data updates.** The RCS team can make more timely changes to the database of classroom information to ensure room layouts, instructional capacities, and photos are current and accurate.

Your feedback is appreciated! We encourage you to explore the new interactive map and familiarize yourself with its

features. If you encounter any issues or have suggestions for further improvements, please don't hesitate to reach out to [rcshelp@arizona.edu](mailto:rcshelp@arizona.edu).

## SCHEDULING TIP

### Requesting a Collaborative Learning Space

With Open Scheduling fast approaching for Winter 2024 and Spring 2025, it is not too soon to connect with instructors to discuss 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 [rcshelp@arizona.edu](mailto:rcshelp@arizona.edu) to check if an instructor is approved.

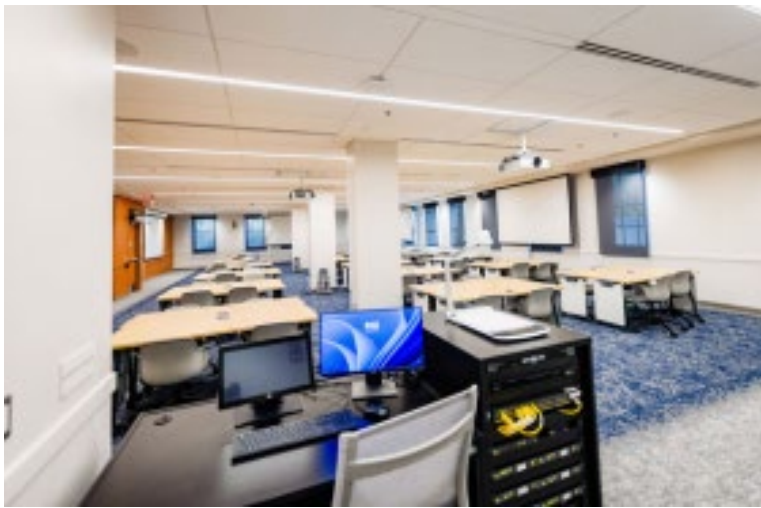
Open scheduling is the ideal time to request a Collaborative Learning Space. Review the steps to requesting the space in this resource guide:

[RESOURCE GUIDE: REQUESTING A COLLABORATIVE LEARNING SPACE](#)

[VIEW ALL RCS SCHEDULING TIPS](#)

## CLASSROOM SPOTLIGHT

### Chemistry Building (CHEM) 218



**Capacity:** 80

**Features:** [Chemistry \(CHEM\) 218](#) is a mid-sized, Collaborative Learning Space classroom (CLS) with enhanced technology that is specially designed to support group work. CHEM 218 is equipped with enhanced video and audio equipment to capture students and instructors speaking throughout the classroom. Plus, the classroom includes added personal-sized whiteboards to increase collaboration.

To reach CHEM 218, students pass through the newly renovated, accessible mall entrance of the Chemistry building

which creates a welcoming environment for students to gather and study in between classes. With the addition of a mezzanine level, all floors of the Chemistry building are accessible from the main entrance via stairs or elevators.

Academic Affairs has **outlined how some class sections will naturally benefit** from the innovations available in a CLS classroom (such as CHEM 218), while other class sections are best suited for traditional classrooms. See the Scheduling Tip in this issue for more information on how to request a CLS.

## UPCOMING SCHEDULING DATES & DEADLINES

APRIL  
30

**Open Scheduling for Winter 2024 & Spring 2025 Kickoff Webinar**

MAY  
6

**Open Scheduling Begins for Winter 2024 & Spring 2025**

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

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