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THE UNIVERSITY OF ARIZONA



Office of the Registrar

## RCS News

Important Updates from Room & Course Scheduling

*December 16, 2021, 2:00 p.m.*

### Fall 2022 Common Finals

The deadline to submit requests for fall 2022 common final exams was December 1, 2021. Department schedulers will be notified about the status of their request by January 3, 2022.

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### Requesting Collaborative Learning Spaces during Open Scheduling

Priority for scheduling a Collaborative Learning Space (CLS) will be given to classes that meet the following requirements in the Schedule of Classes by the end of Open Scheduling:

1. Room Characteristic of “35-Collaborative Learning Spaces”
2. Primary Instructor who is on the CLS Preferred Instructor List

After Open Scheduling, there will be a period when departments can view CLS schedules and request available rooms.

## MORE INFORMATION ON COLLABORATIVE LEARNING SPACES

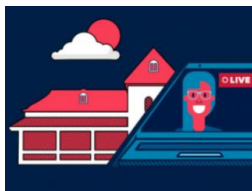
### 2022 Class Formats

In 2022, the University will continue the plan to offer most courses on Main Campus and other locations through the in-person format, with some courses offered through the flex in-person format as public safety requires. 2022 classes will be offered in the following formats:



#### In-Person

Students and instructors attend class in person.



#### Flex In-Person

Students participate in a mix of in-person and online modes.



#### Live Online

Students and instructors are online simultaneously.



#### iCourse

For the majority of coursework, students and instructors are not required to be online simultaneously. Students complete their work through D2L.

As a reminder, all requests for Main Campus live online classes need approval from the associate dean and provost.

For summer 2022 and fall 2022, please continue scheduling classes using the desired modality. After Open Scheduling ends, RCS will run a report to identify all

live online classes entered during Open Scheduling, and will work to obtain approvals.

During Closed Scheduling, these requests must be submitted via a section form that includes rationale. RCS will facilitate sending these section forms to the appropriate associate dean and the provost for approval.

Work is underway to identify if there will be changes and additional options for course modalities in future terms, and more information will be shared widely when available.

**STAY UPDATED ON THE UNIVERSITY'S COVID-19 RESPONSE**

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## **REIMAGINING CLASS SCHEDULING**

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Thank you for helping us kick off our Reimagining Class Scheduling project in September! The input you provided will shape the direction of the project as we work to revamp the class scheduling process.

Overall, it seems interaction with RCS staff is positive and productive, and the main sources of scheduling challenges are UAccess and room selection. You indicated that navigating UAccess often feels complicated and confusing, and that room availability and assignments can be disappointing.

As we embark on this project, our focus will be to address these areas of friction and make the class scheduling process a simpler, more enjoyable experience for all involved. Please stay tuned for regular updates on this project in future issues of RCS News!

## VIEW RECORDINGS AND RESOURCES FROM OUR OPEN FORUMS

### SCHEDULING TIP

When scheduling an Honors section, ensure the following items are set up in UAccess:

1

Maintain  
Schedule of  
Classes > Basic  
Data > Class  
Attributes

Course Attribute  
= HNRS

Course Attribute  
Value = HCRS

The screenshot displays the UAccess scheduling interface. At the top, there are tabs for Basic Data, Meetings, Enrollment Cntrl, Reserve Cap, Notes, and LMS Data. The Basic Data tab is active, showing course information for Course ID 038094, Academic Institution The University of Arizona, Term Fall 2021, Subject Area HNRS, and Catalog Nbr 219. The Course Offering Nbr is 1. A button labeled 'Auto Create Component' is visible.

Below the course information, the 'Class Sections' section is expanded. It shows details for Session 1, Class Section 001, Component LEC, Class Type Enrollment Section, Associated Class 1, Units 3.00, Campus MAIN, Location TUCSON, Course Administrator, Academic Organization 2514, Academic Group UA, Holiday Schedule SAHOL, Instruction Mode HY, and Primary Instr Section 001. There are checkboxes for 'Schedule Print' and 'Student Specific Permissions', both of which are checked. Other options like 'Dynamic Date Calc Required', 'Generate Class Mtg Attendance', 'Sync Attendance with Class Mtg', and 'GL Interface Required' are unchecked.

The 'Class Topic' section shows 'Course Topic ID' and a checkbox for 'Print Topic in Schedule'. The 'Equivalent Course Group' section shows 'Course Equivalent Course Group' and a checkbox for 'Override Equivalent Course'.

The 'Class Attributes' section is a table with columns for Course Attribute, Description, Course Attribute Value, and Description. It lists two attributes: GE (General Ed-Tiers (Before 2022)) with value T2-NATS (Tier 2 Natural Sciences), and HNRS (Honors Course) with value HCRS (Honors Course). The HNRS row is highlighted with a red border.

Course Attribute	Description	Course Attribute Value	Description
GE	General Ed-Tiers (Before 2022)	T2-NATS	Tier 2 Natural Sciences
HNRS	Honors Course	HCRS	Honors Course

2

## Adjust Class Associations > Class Components > Class Association Components

Requirement Designation = HONR

Class Associations | **Class Components** | Class Requisites

Course ID 038094 Course Offering Nbr 1  
 Academic Institution The University of Arizona  
 Term Fall 2021 Undergrad  
 Subject Area HNRS Honors Studies  
 Catalog Nbr 219 Our Human Footprint  
 Session 1 Regular Academic Session

**Class Association Components** Find | View All First 1 of 1 Last

Associated Class 1  
 \*Grading Basis [BRD] Regular Grades  
 Graded Component [Lecture]  
 Requirement Designation [HONR] Honors  
 \*Grade Roster Print [Component]  
 Primary Component [LEC]

**Class Components** Personalize | Find | View All | First 1 of 1 Last

*Course Component	Contact	Optional	Workload Hours	*Final Exam	Auto Create
Lecture		<input type="checkbox"/>	3.00	Yes	<input checked="" type="checkbox"/>

**Class Sections** Personalize | Find | View All | First 1 of 1 Last

Section	Class Nbr	Component	Class Type	Class Status
001	66296	Lecture	Enrollment Section	Active

**Class Association 9999** Personalize | Find | View All | First 1 of 1 Last

Section	Class Nbr	Component	Class Type	Class Status
1				

3

## Adjust Class Associations > Class Requisites

If the Requirement Group exists in the Course Catalog, it will appear under *Catalog Requisite*

If the Requirement Group does not exist in the Course Catalog, enter it under

Class Associations | Class Components | **Class Requisites**

Course ID 038094 Course Offering Nbr 1  
 Academic Institution The University of Arizona  
 Term Fall 2021 Undergrad  
 Subject Area HNRS Honors Studies  
 Catalog Nbr 219 Our Human Footprint  
 Session 1 Regular Academic Session

**Catalog Requisite**

Requirement Group 015056 Detail HNRS- Honors Active  
 Long Description Student must be active in the Honors College.

**Class Association Requisites** Find | View All First 1 of 1 Last

Associated Class 1 ☒ Also Use Catalog Requisite  
 Requirement Group  Detail  
 Long Description

*Class Association  
Requisites*

[VIEW ALL RCS SCHEDULING TIPS](#)

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## STAFF SPOTLIGHT

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**Jaclyn Pryor**  
**Central Classroom Scheduling  
Coordinator**

**Start Date:** 9/20/21

**Job Duties**

My work focuses on making sure our Centrally Scheduled Classrooms are in the best possible shape for students and faculty. I triage classroom support and manage Collaborative Learning Space assignments and events held in our Centrally Scheduled Classrooms.

**Favorite Part of the Job**

Working on projects to create a more accessible learning environment for the University community.

**Fun Fact**

Every year during the holiday season, I

make homemade fruit cakes in honor of my grandmother.

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## SUMMER 2022 & FALL 2022 SCHEDULE OF CLASSES DATES AND DEADLINES

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JAN  
16

### **Last day of Open Scheduling**

Department schedules must be completed by this date. After this date, you need to use a section form to request any changes, adds, or cancels.

JAN  
17

### **First day of Schedule of Classes clean-up and assignment of Centrally Scheduled Classrooms**

RCS will be all-hands-on-deck to clean up the Schedule of Classes before rooms are assigned.

Section forms are not processed during this time.

JAN  
20

### **Last day to submit course modifications for fall 2022 Course Catalog**

**Course Approvals** for fall 2022 classes must be submitted by this deadline for priority routing.

FEB  
7

### **Last day of Schedule of Classes clean-up and assignment of**

## Centrally Scheduled Classrooms

RCS will be all-hands-on-deck to clean up the Schedule of Classes before rooms are assigned.

Section forms are not processed during this time.

FEB  
7

### First day of Resolution Week

Department schedulers can make appointments to meet one-on-one with an RCS staff member to adjust room assignments for fall 2022.

RCS team will begin processing section forms.

FEB  
11

### Last day of Resolution Week

Department schedulers can make appointments to meet one-on-one with an RCS staff member to adjust room assignments for fall 2022.

RCS team will begin processing section forms.

MAR  
1

### Summer 2022 and fall 2022 Schedule of Classes goes live

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### **Land Acknowledgment**

*We respectfully acknowledge the University of Arizona is on the land and territories of Indigenous peoples. Today, Arizona is home to 22 federally recognized tribes, with Tucson being home to the O'odham and the Yaqui. Committed to diversity and inclusion, the University strives to build sustainable relationships with sovereign Native Nations and Indigenous communities through education offerings, partnerships, and community service.*