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THE UNIVERSITY OF ARIZONA



Office of the Registrar

RCS News

Important Updates from Room & Course Scheduling

February 22, 2022, 2:00 p.m.

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ANNOUNCEMENTS

Resolution Week Review

Thank you for partnering with us during Resolution Week to resolve classroom assignment issues for the summer and fall 2022 terms. Together we had great success ensuring your department's course offerings are set for the Schedule of Classes to go live on March 1.

56

**Departments
Participated**

545

**Sections
Updated**

1146

**Changes
Made**

If you were unable to meet with us and you have outstanding issues that need to be addressed, please [contact us](#).

Enrollment Life Cycle Open Forum

When: 3/1/22, 1-2 p.m. Arizona time

Where: Zoom

Join our team as they discuss the components of successful student registration including creation of the Schedule of Classes, priority registration setup, and more!

[**REGISTER FOR THE FORUM**](#)

Section Forms Open for Summer 2022/Fall 2022

Open Scheduling for summer and fall has ended. Please submit a [section form](#) for any updates needed. Our goal is to have a 48-hour turnaround time for completion of forms (during peak submission periods, you may see an increase to this time).

[REQUEST A SCHEDULE UPDATE](#)

Live Online Classes

During Closed Scheduling, requests for main campus live online classes should 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. Since these section forms will not be processed until the approvals are obtained, expect a longer turnaround time than normal.

[REQUEST A LIVE ONLINE CLASS](#)

Contact Minute Compliance

Departments should be monitoring contact minute compliance to ensure courses are properly meeting the correct contact hours. Access a report by going to:


UAccess Analytics > Dashboards > Student > Course and Fee Management > Contact Minutes Report

VIEW RESOURCE GUIDE FOR CALCULATING CONTACT MINUTES

Update to Course Fee View in Schedule of Classes

Updates were made to the way fees are listed in the Schedule of Classes to clarify that fees are charged separately from tuition.

Administrative Student Center Class Search

▼CHEM 151 - Chemical Thinking I						
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
51892	001-LEC Regular	MoWeFr 12:00PM - 12:50PM	Sci-Engineering Lbry, Rm 200SW	Vicente Talanquer	01/12/2022 - 05/04/2022	
Class Attribute		Gen Ed: Exploring Perspectives, Natural Scientist Pass/Fail Option Available to Qualified Students SUN# CHM 1151 - General Chemistry I			Course Fee \$100.00	
Listed fees are charged in addition to tuition .						

Modern Student Center Class Search

CHEM 151 - Chemical Thinking I

Class	Section	Status	Course Fee
51892	001-LEC Regular	Open with Requirements	\$100.00

🕒 MoWeFr 12:00PM - 12:50PM

👤 Vicente Talanquer

📍 Sci-Engineering Libry, Rm 200SW

📅 01/12/2022 - 05/04/2022

Listed fees are charged in addition to **tuition**.

🔑 Gen Ed: Exploring Perspectives, Natural Scientist

🔑 Pass/Fail Option Available to Qualified Students

🔑 SUN# CHM 1151 - General Chemistry I

DETAILS

SELECT

SCHEDULING TIP

Setting Up a 100% Engagement Course

Departments may work with [Student Engagement & Career Development](#) to design a [100% Engagement](#) course to provide students with a uniquely integrative educational experience. Completing a 100% Engagement course allows students to earn an “Engaged Learning Experience” notation on their transcript.

When setting up a 100% Engagement course, you must always add two engagement attributes: one [activity](#) and one [competency](#) (see example below).

Class Attributes				Personalize Find View 2 First 1-3 of 3 Last			
*Course Attribute	Description	*Course Attribute Value	Description				
HNRS	Honors Course	HCRS	Honors Course				
SEA	Student Engagement Activity	DI	Discovery				
SEC	Student Engagement Competency	DID	Diversity and Identity				

Refer to the list of engagement attributes below when setting up your 100% Engagement course:

Course Attribute	Course Attribute Value	Description	Formal Description
SEA	CE	Creative Expression	Engagement: Creative Expression
SEA	CP	Community Partnership	Engagement: Community Partnership
SEA	DI	Discovery	Engagement: Discovery
SEA	EN	Entrepreneurship	Engagement: Entrepreneurship
SEA	IE	Intercultural Exploration	Engagement: Intercultural Exploration
SEA	LE	Leadership	Engagement: Leadership
SEA	PD	Professional Development	Engagement: Professional Development
SEA	TD	Engagement Activity TBD	Engagement Activity To Be Determined
SEC	CCR	Civic and Community	Engagement: Civic and Community Responsibility
SEC	DID	Diversity and Identity	Engagement: Diversity and Identity
SEC	GIC	Global and Intercultural	Engagement: Global and Intercultural Comprehension
SEC	INC	Innovation and Creativity	Engagement: Innovation and Creativity
SEC	INT	Interdisciplinarity	Engagement: Interdisciplinarity
SEC	PRO	Professionalism	Engagement: Professionalism
SEC	SUS	Sustainability	Engagement: Sustainability
SEC	TBD	Engagement Competency TBD	Engagement Competency To Be Determined

[VIEW THIS TIP AS A PDF](#)

[VIEW ALL RCS SCHEDULING TIPS](#)

STAFF SPOTLIGHT



Debbie Milora

**Assistant Registrar, Room &
Course Scheduling**

Started at UArizona: 1/31/00

Transitioned to RCS: 6/29/20

Job Duties

I oversee Room & Course Scheduling operations, working with our team to provide the most accurate Schedule of Classes possible.

Favorite Part of the Job

Working together with colleagues to solve challenges and find new and different ways of streamlining processes to make all our jobs easier.

Fun Fact

I love the beach! There is something very soothing about the sound of the waves crashing ashore, the smell of the salt air, and the way your feet sink into the sand. You'll rarely find me wearing closed toe shoes.

SUMMER 2022/FALL 2022 SCHEDULE OF CLASSES DATES & DEADLINES

MAR
1

Summer 2022/Fall 2022 Schedule of Classes and Course Catalog Available

Shopping carts will be made available at this time to assist in planning.

MAR
25

Enrollment Appointments Visible in UAccess

APR
4

Enrollment Appointment

- Priority groups
- Online & distance campuses
- Junior & senior honors

APR
7

Enrollment Appointment

- Seniors
- First-year & sophomore honors
- Graduate students
- Second-year & third-year JD
- Professional students

APR
11

Enrollment Appointment

- Juniors
- First-year JD

APR
14

Enrollment Appointment

- Sophomores
- MLS
- LLM
- SDJ

APR
18

Enrollment Appointment

- First-year students

APR
21

Enrollment Appointment

- Re-admitted students

APR
25

Enrollment Appointment

- Non-degree seeking students

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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.