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THE UNIVERSITY OF ARIZONA



Office of the Registrar

RCS News

Important Updates from Room & Course Scheduling

January 26, 2022, 10:00 a.m.

Resolution Week: February 7-11, 2022

Resolution Week is an opportunity to resolve your classroom assignment issues, specifically sections requesting Centrally Scheduled Classrooms. In preparation for Resolution Week, room assignment results for summer and fall 2022 will be published to UAccess on February 4.

How to Prepare for Resolution Week:

1. Use UAccess Analytics to view/download the Schedule Overview
 - **Analytics > Dashboards > Student > Catalog and Schedule > Schedule Overview**
2. Isolate sections that were assigned/not assigned Centrally Scheduled Classrooms
3. Review assignments and note changes needed (if any)
4. Schedule a Resolution Week appointment with an RCS team member to make necessary changes:



[SCHEDULE APPOINTMENT WITH JACLYN](#)

[SCHEDULE APPOINTMENT WITH LAURA](#)

[SCHEDULE APPOINTMENT WITH VEDA](#)

Department Scheduler Training

We continue to work on transitioning department scheduler training to an on-demand, self-paced course in EDGE Learning. In the interim, we will offer a monthly Zoom training for new department schedulers that covers the key points necessary for scheduling classes in UAccess. Once you have completed the Zoom training, you can request UAccess permission through [Access Provisioning](#). The first Zoom training is scheduled for Friday, January 28, 10-11 a.m.

[REGISTER FOR THE TRAINING](#)

Changes to Section Form Statuses

We have renamed some of the section form status folders to better align with our processes. Please review the following table to see how RCS manages section form requests:

Old Status	New Status	How RCS Uses the Status
Incomplete	Incoming	This status is assigned to all new section form requests.
Waitlist	Waitlisted for Room	This status is used for section forms that cannot be completed because there is not an available room for the class. RCS regularly runs reports to determine if a room can be found for these classes.
	Pending Approval	This new status is for classes that cannot be scheduled because additional approval is needed by the associate dean, provost, or registrar. RCS will provide information in the section form notes stating what approval is required, who has been notified, and when they were notified.
Pending		This status is used when a question needs to be answered by the department scheduler before the section form can be completed.
Disregard		Department schedulers use this status when they submit a section form but later decide they no longer want the request completed.
DIST/South iCourse/ONLN		These statuses indicate section forms for Distance, South, Online, or iCourse. Since these forms do not use Main Campus classrooms, RCS separates these requests from the rest to more efficiently complete work.



Complete		This status indicates the section form request has been completed by RCS.
No PS Section		This is a system assigned status that occurs when the section form requests a change to a class that does not exist in UAccess. Since the class does not exist, it cannot be cancelled or changed.
Elevated Status		RCS student workers use this status when they cannot complete a section form due to complexity or unanswered questions. This status indicates it is time for a professional RCS team member to step in.



Fall 2022 Common Finals

The deadline to submit requests for fall 2022 common final exams was December 1, 2021. Requests were received and confirmation emails were sent to the requesters.

SCHEDULING TIP

Follow the steps below to successfully set up combined sections in UAccess:

Step 1

Combined Sections Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

*Academic Institution = ▾

UAZ00 🔍

→ *Term = ▾

2214 🔍

→ Session = ▾

Regular Academic Session ▾

Search

Clear

Basic Search 🔍

Save Search Criteria

UA Schedule of Classes > Combined Sections Table

Input your desired values into the **Term** and **Session** fields.

Combined sections are unique to each term/session. Searching with only the term value will return a long and unmanageable list of results.

Step 2

Combined Sections Table

Academic Institution: The University of Arizona
Term: Fall 2021
Session: Regular Academic Session

*Combined Sections ID	*Description	*Short Description	
2145	ATMO 569A XLIST 101	ATMO569A_1	View Combined Sections
2144	ATMO 541A XLIST 101	ATMO541A_1	View Combined Sections
2143	PHSC 502 XLIST 001	PHSC502_00	View Combined Sections
2142	GEN XLIST 402 001	GEN402_1	View Combined Sections
2141	COGS 517 XLIST 001	COGS517_00	View Combined Sections
2140	PFFP 311 XLIST 001	PFFP311_00	View Combined Sections
2139	MUSI 585/685/785 098	MUSI585_98	View Combined Sections

Use **Ctrl + F** to find existing combined sections using the following format:
[subject code] [catalog number]

If the combined section exists, select **View Combined Sections** to update.

If the combined section does not exist, select the plus sign to add a row and create a new combined section using the Formatting Guidelines below. Once you've created a new row, select **View Combined Sections** to input details.

Formatting Guidelines

Type	Rule	Description Examples
Combined	Same course with different campuses or honors/non-honors	Long: LIS 470 101/201 Short: LIS470_101
Cross Listed	Same course title, different subject codes	Long: LIS 470 XLIST 101/201 Short: LIS470_101
Cross Listed and Co-convened	Same course title, different subject codes, different catalog numbers	Long: LIS 470/570 XLIST 101/201 Short: LIS470_101
Co-convened	Same class SUB and title, different catalog numbers	Long: LIS 470/570 101/201 Short: LIS470_101

Step 3

Identify Combined Sections

Academic Institution UAZ00 The University of Arizona
Term 2214 Fall 2021
Session 1 Regular Academic Session
Combined Sections ID 2141 COGS 517 XLIST 001

☒ Permanent Combination
☐ Skip Mtg Pattern & Instr Edit
Warning: Mtg Pattern & Instr information will not be shared within the combined section.

*Combination Type Cross Subject

Room Capacity		Total
Requested Room Capacity	Enrollment Capacity 30	0
	Wait List Capacity 20	0

Linked Classes Personalize | Find | View All | | First 1-3 of

*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group	Description
71436	COGS	517	001	Open	0	30	0	20	0	UA	Intro Cognitive Science
71437	LING	517	001	Open	0	30	0	20	0	UA	Intro Cognitive Science
71438	PHIL	517	001	Open	0	30	0	20	0	UA	Intro Cognitive Science

[View Combined Sections Table](#)

Save Return to Search Notify

After selecting **View Combined Sections**, input details in the following fields:

- **Combination Type** (see step 2)
- **Requested Room Capacity**
- **Enrollment Capacity** (total for all combined sections)
- **Wait List Capacity** (total for all combined sections)
- **Class Nbr**

This is where you set the rules for all classes in the combination.

After inputting the details, select **Save**.

[VIEW THIS TIP AS A PDF](#)

[VIEW ALL RCS SCHEDULING TIPS](#)

STAFF SPOTLIGHT



William Graessle

Academic Records Specialist, Room & Course Scheduling

Start Date: 11/29/21

Job Duties

My primary tasks are creating and maintaining the current and upcoming Schedule of Classes and processing room requests for campus events. I also contribute to the continuous improvement of departmental procedures by updating Business Process Guides.

Favorite Part of the Job

I love creating and updating Business Process Guides (BPGs) because they act as a comprehensive instruction manual for the newcomer and seasoned, alike. Additionally, I believe BPGs are a tremendous asset in the constant goal of continuous improvement since their contents are editable at any time. Lastly, I argue they encourage teamwork through constructive discussions over process improvements.

Fun Fact

My daily driver is a 2003 Ford Crown Victoria Police Interceptor that I have owned since 2015. It proudly served the Pima County Sheriff's office from 2003 to 2008.

SUMMER 2022 & FALL 2022 SCHEDULE OF CLASSES DATES AND DEADLINES

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.

FEB
4

Resolution Week appointments made available.

Room assignments for summer and fall 2022 will be published in UAccess and department schedulers can make appointments to meet one-on-one with an RCS staff member to adjust room assignments. Schedule an appointment with [Jaclyn](#), [Laura](#), or [Veda](#).

FEB
7

First day of Resolution Week

Department schedulers can meet one-on-one with an RCS staff member to resolve room assignment issues for summer and fall 2022.

RCS team will begin processing section forms.

FEB
11

Last day of Resolution Week

Department schedulers can meet one-on-one with an RCS staff member to resolve room assignment issues for summer and fall 2022.

MAR
1

Summer 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.