

## THE UNIVERSITY OF ARIZONA



Office of the Registrar

# RCS News

Important Updates from Room & Course Scheduling

April 28, 2022, 1:01 p.m.

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## ANNOUNCEMENTS

### Winter 2022/Spring 2023 Open Scheduling Begins May 2nd

Open Scheduling in UAccess begins on May 2nd and continues through July 31st. The terms will "roll over" from Winter 2021 and Spring 2022. Open scheduling is the ideal time for department schedulers to add, change, or cancel classes that will be delivered differently than they were a year ago.

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### Contact Minute Compliance Reminder

Department are responsible for monitoring Contact Minute compliance whenever scheduling a class to ensure classes are scheduled to meet the required number of correct contact minutes per unit of credit and course component. A report exists in UAccess Analytics that can be used to access contact minute compliance by subject or college.

After the term roll for Winter 2022/Spring 2023 happened on April 25th, department schedulers and their department heads will receive an email regarding classes that need to be reviewed for contact minutes per the [University Credit Policy](#).

Information about managing contact minute compliance while scheduling classes can be found in our [Resource Guide: Class Contact Minutes](#).

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## Open Scheduling Kick-Off Webinar

Help us kick-off Open Scheduling for Winter 2022 & Spring 2023. The Room & Course Scheduling team will provide an overview of the Schedule of Classes timeline, share Open Scheduling Tips & Tricks, and host a Q&A session. This is an opportunity to ask all your burning Open Scheduling questions!

You can submit questions for Room & Course Scheduling in Advance using the [Winter 2022/Spring 2023 Open Scheduling Kick-Off Question Submission Form](#).

REGISTER FOR THE WEBINAR

## SCHEDULING TIP

### Scheduling a Flex In-Person Class

The Flex In-Person instruction mode is a mix of in-person and online meetings with the exact mix of in-person and online determined by the instructor and published in the schedule of classes. Review the Office of Instruction and Assessment [teaching models](#) to determine if Flex In-Person is the correct choice for the class you are scheduling.

When setting up a Flex In-Person class keep the following in mind:

1. Flex In-Person classes utilize in-person meeting patterns and an online asynchronous and/or synchronous meeting pattern.
2. The required in-person meeting will have an in-person facility ID for the set time/day the class meets. This set time/day information should match what the student sees in the Schedule of Classes, as well as on the class syllabus.
3. Asynchronous class meetings will always show 999 FLEV facility ID but that ID

3. Asynchronous class meetings will always show 999-FLEX facility ID but that ID should never show a meeting time/day.
4. If the Flex In-Person class will have a synchronous online meeting, they should use the 999-ONLINE facility ID for that set time/day meeting pattern.

[VIEW THE SETTING UP A FLEX IN-PERSON HOW TO GUIDE](#)

[VIEW ALL RCS SCHEDULING TIPS](#)

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## STAFF SPOTLIGHT

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### **Angelica Medina**

**Academic Records Coordinator, Room & Course Scheduling**

**Started at UArizona:** September 2016

**Transitioned to RCS:** January 2022

#### **Job Duties**

I oversee the customer service area of RCS, including supervising the student workers. If you need help with your Schedule of Classes, email or call my team!

#### **Favorite Part of the Job**

Helping student workers develop as professionals.

#### **Fun Fact**

My office walls are covered with my children's artwork.

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## UPCOMING SCHEDULING DATES & DEADLINES

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MAY  
2

**First day of winter 2022/spring 2023 open scheduling**



MAY  
11

**Open Scheduling Webinar**

JULY  
1

**Deadline to submit Priority Scheduling requests and Common Final Exam requests**

- Forms due for Winter 2022 and Spring 2023

JULY  
30

**Open Scheduling Ends**

[View all Scheduling Dates & Deadlines](#)

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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.*