



RCS News

Important Updates from Room & Course Scheduling

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ANNOUNCEMENTS

Back to School Classroom Technology Demonstrations August 21 & 22

The Classroom Technology Services (CTS) team is holding classroom technology demonstrations on August 21 & 22 to help instructors get familiar with common instructional space layouts and the included classroom technology equipment. The demonstration sessions are open attendance, and many will repeat, allowing participants to attend several sessions over the two days.

CLASSROOM TECHNOLOGY DEMONSTRATIONS FALL 2024			
August 21		August 22	
9:00 a.m.	GITT 129B (Large Collaborative) HARV 103 (Small Classroom)		
10:00 a.m.	HARV 150 (Large Lecture)		
11:00 a.m.	EDUC 331A (Small Collaborative)	11:30 a.m.	CHEM 205 (Mid-Size Collaborative)
		12:00 p.m.	GITT 129B (Large Collaborative)
1:00 p.m.	CMNS 310 (Mersive Room)	1:00 p.m.	HARV 103 (Small Classroom)
1:30 p.m.	CHEM 205(Mid-Size Collaborative)		
		2:00 p.m.	HARV 150 (Large Lecture)
		3:00 p.m.	EDUC 441A (Small Collaborative)

The Classroom Technology Services team also encourages instructors to request one-on-one classroom demonstration for specific **Centrally Scheduled Classrooms** before the first day of classes. This can be valuable time spent to make the most of new equipment or collaborative technology. Instructors can [schedule demos via email](#) or by calling 520-621-3852. Please share this information with your department!

Closed Scheduling & Classroom Optimization, Winter 2024 & Spring 2025

The scheduling cycle for Winter 2024 and Spring 2025 has moved to Closed Scheduling with classroom optimization and bottleneck clean-up now underway. The closer a class setup aligns with scheduling guidelines during classroom optimization —such as standard meeting patterns, historical enrollment, and balanced department offerings—the more likely it is that the class section will be automatically assigned a **Centrally Scheduled Classroom**.

During Closed Scheduling, the Room & Course Scheduling team prepares the Schedule of Classes for publication by cleaning up data, enforcing policies (e.g., contact minutes), and assigning classroom spaces. After classroom optimization, department schedulers retain limited UAccess control to manage instructor assignments, enrollment capacity, and requisites. Changes affecting class setup—such as meeting patterns, times, or locations—require a **Section Form** and collaboration with RCS. The RCS team will continue working with departments to resolve inaccuracies from the preliminary review, ensuring an accurate Schedule of Classes publication on October 1, 2024.

Save the Date: Spring 2025 Resolution Weeks, September 3-13

Resolution Week appointments are an opportunity to resolve classroom assignment issues, specifically, sections

requesting Centrally Scheduled Classrooms that were not assigned rooms during the optimization process based on how the class was initially set up. In preparation for Resolution Weeks, **room assignment results for the winter 2024 and spring 2025 terms will be published to UAccess on August 23.** Department schedulers can then review their room assignments and determine which sections may need additional attention.

We encourage all department schedulers to attend a resolution appointment September 3-13. An appointment with RCS staff allows department schedulers an opportunity to collaborate and solve their scheduling issues. With Section Forms opening on August 23 this scheduling cycle, there is plenty of time to make submissions before meeting with the RCS team. *Please note that Section Forms submitted between Sept 3-13 may have an extended response time because RCS staff will prioritize the scheduled Resolution Week meetings.*

How to prepare for Resolution Week:

1. Download Schedule Overview

Starting August 23, 2024, 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 necessary changes

4. Make an appointment

To make the necessary changes, use the link below to choose one of the available times. Once an appointment is selected an RCS team member will be assigned and will send an Outlook meeting invite with the Zoom link within 1-2 business days.



Taking your Resolution Week appointments, left to right: Angelica Medina, Vicky Polashenski, Jenna Childers, Jaclyn Pryor.

[SCHEDULE RESOLUTION APPOINTMENT](#)

Register Now: Open Scheduling for Summer & Fall 2025 Kickoff Webinar

September 24, 2024, 1—2 p.m.

Join the RCS team on Tuesday, September 24, from 1-2 p.m. to learn what's new for the summer and fall 2025 open scheduling cycle. Bring your questions or submit them in advance to rcshelp@arizona.edu.

[OPEN SCHEDULING WEBINAR REGISTRATION](#)

SCHEDULING TIP

Importance of Contact Minute Compliance

Contact minutes/hours define the amount of time a student spends in class as it relates to receiving credit hours. A **contact hour** is often referred to as a **credit hour**. The chosen meeting pattern determines if the instructional contact minutes are met. If contact minutes are outside the established range, a message displays: **Required Contact Minutes Not Met**. This message indicates additional changes are needed to the meeting pattern to fall within the required range.

Department schedulers will encounter two classifications of time: **workload hours** and **contact minutes**. While related to the Schedule of Classes, they have different functions and implications. The number of credit hours of a course determines the necessary contact minutes and the distribution of workload hours.

Contact minute issues result in a class section class status to show as **Tentative**. Class sections with tentative status are excluded from the published Schedule of Classes which prevents enrollment. Refresh your understanding of these class set-up features with the Resource Guide on Calculating Contact Minutes.

[RESOURCE GUIDE: CALCULATING CONTACT MINUTES](#)

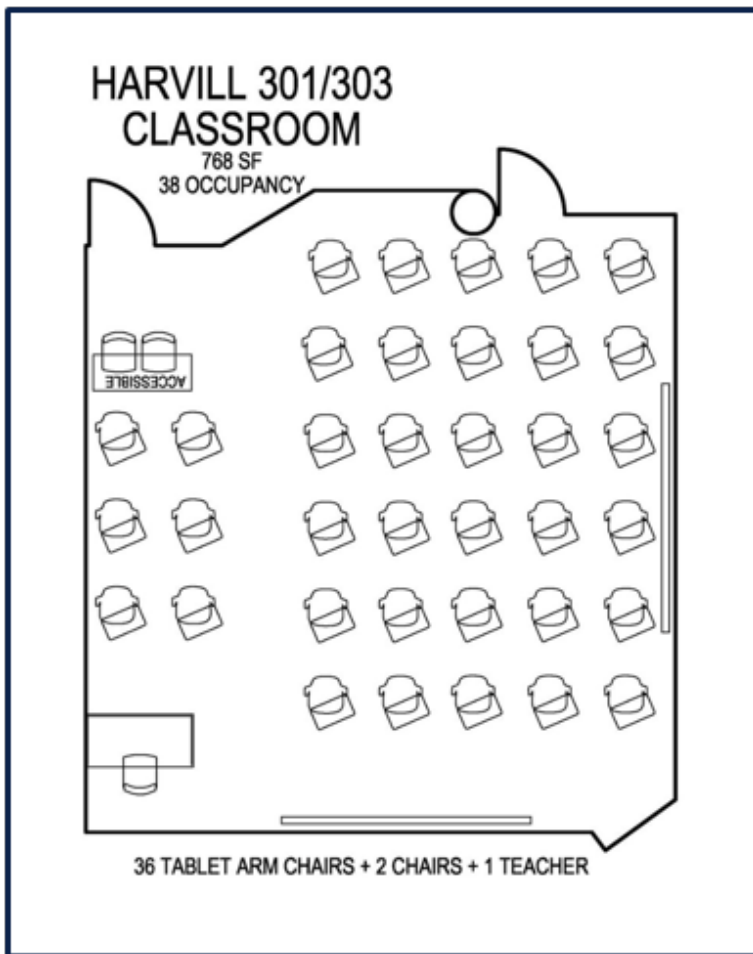
[VIEW ALL RCS SCHEDULING TIPS](#)

CLASSROOM SPOTLIGHT

Richard A. Harvill Building (HARV) 301

Capacity: 38

Features: Located steps away from the Second Street and Olive Street Sunlink Station, the Richard A. Harvill Building (HARV) offers more **Centrally Scheduled Classrooms** than any other building on campus. Its prime location near student housing and diverse classroom sizes makes Harvill (HARV) a popular choice.



HARV 301 features flexible, movable seating, advanced technology, personal-sized whiteboards, and enhanced lighting to reduce eye strain. This classroom is ideal for instructors interested in features available in a Collaborative Learning Space (CLS), such as wheeled arm tablet chairs that accommodate both lecture and small group activities.

As a reminder, Harvill (HARV) is undergoing an elevator restoration project in the spring of 2025 which will **limit accessibility to levels 1, 3, and 4**. To avoid disruptions from the renovation project, the Centrally Scheduled Classrooms on Harvill floor 2 may be assigned on a limited basis. Centrally Scheduled Classrooms on levels 1, 3, and 4 will not be available. Managers of Departmentally Scheduled Classrooms and other spaces in Harvill should consider the impact of the elevator outage on accessibility and work with the **Disability Resource Center (DRC)** and **Room and Course Scheduling team** to find alternative spaces as needed.



UPCOMING SCHEDULING DATES & DEADLINES

August

1-22

Optimization Processing and Clean-up for Winter 2024 & Spring 2025

AUGUST

23

- . Winter 2024 & Spring 2025 Schedule of Classes open for department scheduler review.**
- . Section Forms for Winter 2024 & Spring 2025 go live**

SEPTEMBER

3-13

Resolution Week Appointments for Winter 2024 & Spring 2025

SEPTEMBER

[**View All Scheduling Dates & Deadlines**](#)[**VIEW PAST ISSUES OF RCS NEWS**](#)[**JOIN THE RCS NEWS MAILING LIST**](#)

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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.