



RCS News

Important Updates from Room & Course Scheduling

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IN THIS ISSUE

- **ANNOUNCEMENTS**
 - Open Scheduling for Summer & Fall 2024 — Final Month!
 - Save the Date: Resolution Weeks February 5-16, 2024
- **SCHEDULING TIP:** Removing a Combination and Cancelling Class Sections
- **STAFF SPOTLIGHT:** Jimena Sotelo
- **UPCOMING SCHEDULING DATES & DEADLINES**

ANNOUNCEMENTS

Open Scheduling Summer & Fall 2024 — Final Month!

October 2, 2023 — January 12, 2024

Open Scheduling for the summer and fall 2024 terms has reached the final stage. The RCS team encourages completing your department's scheduling before winter closure to avoid the busy, pre-semester rush. Open Scheduling is the start of the scheduling cycle when department schedulers input the classes offered in that term, including specific details such as instructor assignment, modality, meeting pattern, and room characteristics.

Open scheduling comes with heightened privileges in UAccess Student that allow department schedulers the ability to create and adjust their department's class schedule without needing to use the Section Form request process for Room & Course Scheduling assistance. The [RCS Resource Guide](#) page has a collection of previous scheduling tips to guide department schedulers through common scheduling scenarios.

After January 12, Open Scheduling ends and the cycle moves to Closed Scheduling where classroom optimization begins. During classroom optimization, more than half of the main campus class sections are assigned Centrally Scheduled Classrooms, managed by RCS. The more closely aligned the class set-up data is with scheduling guidelines (standard meeting patterns, historical enrollment, and balanced offerings), the more likely a Centrally Scheduled

Classroom is automatically assigned.

Save the Date: Resolution Weeks February 5 – 16, 2024

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 the initial class set-up. In preparation for Resolution Weeks, room assignment results for summer and fall 2024 will be published to UAccess on February 1. Department schedulers can then review room assignments and determine which sections may need additional attention.

We encourage all department schedulers to attend a resolution appointment. With the entire RCS team pitching in to support Resolution Weeks, the section forms for summer and fall 2024 terms will open at the end of the day on February 16th.

SCHEDULING TIP

Removing a Combination and Cancelling Class Sections

Class combinations are used to deliver a single instructional experience for multiple groups of students. Class sections are scheduled individually and then combined for the instructor to deliver what appears to be a single class.

Types of class combinations include:

- combined sections of the same course
- cross-listed classes
- co-convened class sections

Class combinations have the same meeting pattern and instructor. Only the department that owns the course has the authority to cancel the scheduled class sections.

When cancelling combined class sections, first the sections are removed from the combination, the combination row is removed from the combination table, then all sections previously in the combination can be cancelled. After the combination is removed from the combination table, the cancelling class sections process is the same for cancelling a single class section. Department schedulers can cancel class sections during the Open Scheduling period for any given term; during the closed scheduling period, a section form is used.

For step by step directions on removing a combined class section and cancelling a class section, see the Resource Guide linked below.

RESOURCE GUIDE: REMOVING A COMBINATION AND CANCELLING CLASS SECTIONS

[VIEW ALL RCS SCHEDULING TIPS](#)

STAFF SPOTLIGHT

Jimena Sotelo

Start Date: November 2023

Position: Academic Record Specialist, Room and Course Scheduling

Job Duties: Clean up reports and provide classroom support

Favorite Part of the Job: Having a great and supportive team.

Fun Fact: My favorite things to do in my free time are watching horror movies or going to the gym.



UPCOMING SCHEDULING DATES & DEADLINES

January

12

**Open Scheduling Ends for
Summer 2024 & Fall 2024**

February

5-16

Resolution Appointments for Summer 2024 & Fall 2024

[**View All Scheduling Dates & Deadlines**](#)

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Wishing you all the *Joys of the Season*



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