



RCS News

Important Updates from Room & Course Scheduling

February 21, 2024, 3:00 p.m.

IN THIS ISSUE

- **ANNOUNCEMENTS**
 - Preparation for the Schedule of Classes to Publish March 1
 - How the Shopping Cart Fits into the Class Enrollment Process
 - Resolution Weeks Wrap-Up: Thank you!
- **SCHEDULING TIP:** Importance of Contact Minute Compliance
- **CLASSROOM SPOTLIGHT:** The Commons (CMNS) 310
- **UPCOMING SCHEDULING DATES & DEADLINES**

ANNOUNCEMENTS

Preparations for the Publication of the Schedule of Classes on Friday, March 1, 2024

With the conclusion of Resolution Weeks, the RCS team prioritizes processing changes to the Schedule of Classes submitted through [Section Forms](#). The team is busy cleaning-up data, ensuring sections follow policies, and assigning classroom spaces.

Department schedulers can independently adjust instructor assignments, enrollment capacity (considering facility ID capacity), and requisites in UAccess. However, alterations to class meeting patterns, times, and locations require a [Section Form](#). Review best practices for faster processing in the [Section Form Success Resource Guide](#).

The RCS team encourages all updates in the Schedule of Classes be finalized before publication, which is when student shopping carts become available. Please review and notify RCS of any **necessary changes in room assignments via [Section Form](#) prior to March 1st** to minimize disruption to student shopping carts and future enrollment.

Steps to check your room assignments:

1. 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. To make the necessary changes please submit a Section Form. Adjustments to the meeting pattern, time, or day may be needed.

How the Shopping Cart Fits into the Class Enrollment Process

The day the Schedule of Classes is published is also the first day students have access to their [Shopping Carts](#) for the upcoming terms. In our messages to students, the Office of the Registrar emphasizes the advantages of using the Shopping Cart feature when building their class schedule. The main function of the Shopping Cart is to save class information (without guaranteeing a seat in the class), ensuring students can plan their fall schedule effectively by exploring various section dates and times. It also enables students to review potential schedule conflicts and class availability, providing a comprehensive overview of their options. The Shopping Cart helps validate enrollment eligibility for selected classes, ensuring all requisites are met before finalizing enrollment.

Because we promote the use of Shopping Carts as a tool to help students organize their class enrollment, it is helpful that **all changes to classes be made prior to Friday, March 1**, when the Schedule of Classes is published, and the Shopping Carts are available to use. When class set-up details are finalized before the publication of the Schedule of Classes, we can reduce conflicts that can arise when times and locations change once a student selects a class to put in their Shopping Cart.

Registration for the Summer and Fall will begin in [April](#). To learn more about student enrollment visit the [How to Register for Classes](#) page.

Resolution Weeks Wrap-Up: Thank You!

After the conclusion of the two weeks of Resolution Week appointments, the RCS team would like to thank all the department schedulers who participated in a Resolution Week appointment. The RCS team was able to host **60** appointments supporting over **90** Academic Subjects by assigning over **600** classrooms and processing over **800** Section Forms.

Thank you for your efforts in supporting an accurate Schedule of Classes!

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.

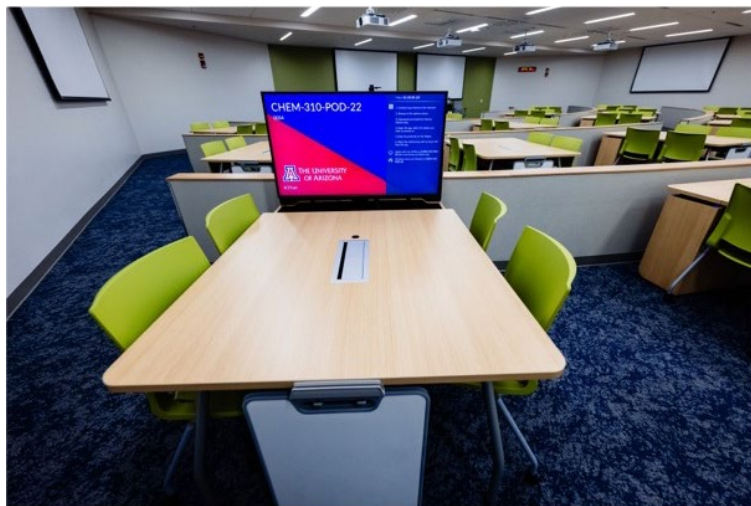
Refresh your understanding of these class set-up features with the Resource Guide on Calculating Contact Minutes.

RESOURCE GUIDE: CALCULATING CONTACT MINUTES

VIEW ALL RCS SCHEDULING TIPS

CLASSROOM SPOTLIGHT

The Commons (CMNS) 310





Capacity: 88

Features: Located near the University of Arizona Mall, Commons (CMNS) 310 is a [Collaborative Learning Space](#) with seating for students at individual table groups. Each group of students has access to a display monitor, outlets, markerboards, and table space for collaborative work. CMNS 310 features the innovative Mersive Solstice technology which is a multimedia collaborative learning platform that allows students to interact with peers at their table and throughout the entire classroom. Read more about the classroom features and more in the article, [New Classrooms in Old Chem and The Commons Catalyze Collaboration](#).

Academic Affairs has outlined how [some class sections will naturally benefit](#) from the innovations available in the CLS classrooms, while other class sections are best suited for traditional classrooms. As the department scheduler, it is helpful to know the options available and how to guide faculty in accessing these instructional resources.

UPCOMING SCHEDULING DATES & DEADLINES

MARCH
1

Schedule of Classes Published Summer & Fall 2024

[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.