



RCS News

Important Updates from Room & Course Scheduling

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ANNOUNCEMENTS

Closed Scheduling & Classroom Optimization

The scheduling cycle for Summer and Fall 2024 has moved to Closed Scheduling and classroom optimization is now underway. During classroom optimization more than half of the main campus classes are assigned to **Centrally Scheduled Classrooms**, which are rooms managed by RCS. The more closely aligned the class is with scheduling guidelines (standard meeting patterns, historical enrollment, and balanced department offerings), the more likely a class section will be automatically assigned a Centrally Scheduled Classroom.

During Closed Scheduling, RCS begins preparing the Schedule of Classes for publication by cleaning up data, ensuring sections follow policies, and assigning classroom spaces. After the process of classroom optimization, department schedulers maintain limited UAccess controls with the capability to manage items such as instructor assignments, enrollment capacity, and requisites. Other changes that impact class set-up, such as meeting pattern, time, and location, require using a **Section Form** and collaboration with RCS.

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 setup. In preparation for Resolution Weeks, room assignment results for the summer and fall 2024 terms will be published to UAccess on February 1, 2024. 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, we anticipate a delay in the routine processing of submitted section forms. An appointment with RCS staff allows department schedulers an opportunity to collaborate and solve their scheduling issues.

How to Prepare for Resolution Week:

1. Starting February 1, 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. 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 YOUR RESOLUTION WEEK APPOINTMENT**](#)

Honors Contract Course Attribute Removed

Historically, departments have been given the option of assigning an [**honors contract**](#) attribute to classes when setting up their classes and sections in the Schedule of Classes (Course Attribute **HNRS**; Course Attribute Value **HCON**). By allowing the option for this attribute to be shown on some, but not all sections, there was an impression that only sections with the attribute offered an honors contract option.

The **W.A. Franke Honors College** confirms that any undergraduate course can be completed with an honors contract (created by the student and the instructor, and then approved by the Franke Honors College) without having that attribute listed on that course or section. The exception is for non-honors courses when a separate honors version of the course exists, such as a 399 and 399H (i.e., the student would be directed to take the 399H for honors credit instead of creating an honors contract for the 399 non-honors section).

To clarify the use of an honors contract, the Office of the Registrar and Curricular Affairs removed the option to add an honors contract as an attribute from both the catalog and at the section level. Even though the attribute will no longer be used, the ability for students and instructors to complete an honors contract will not be impacted.

SCHEDULING TIP

Understanding Optimization: What to Do if You Don't Get a Room?

Classroom assignment optimization is a process within the program Ad Astra that takes class information entered during Open Scheduling and pairs it with the centrally scheduled classrooms that RCS has in its inventory. Most classes are seamlessly assigned to a classroom during the process, but some classes are not able to be placed due to various reasons:

- **Bottleneck.** When too many sections are attempting to schedule the same-size room with the same meeting pattern.
- **Missing Data.** Leaving off the requested room capacity or a class is missing in a combination.
- **Infeasible Request.** This occurs when the requested room capacity does not match the enrollment capacity.
- **Invalid Meeting Pattern.** Errors with meeting days and times (e.g., 12 am-12 am) will disqualify.
- **Improper Room Characteristic Code.** 31 (DSC) or no code. Every in-person class should be assigned Room Characteristic Codes 31 (DSC) or 32 (CSC). Make sure the code is correct. For a CSC use Facility ID 999-RMRQST and Room Characteristic Code 32.

Please communicate with RCS via email to review the situation and decide what adjustments are needed before submitting a section form. If more in-depth help is needed, RCS offers Resolution Week appointments to address room request needs.

Review the Resource Guide to troubleshoot the different scenarios and solutions for when a Centrally Scheduled Classroom is not assigned.

[RESOURCE GUIDE:ROOM ASSIGNMENT OPTIMIZATION](#)

[VIEW ALL RCS SCHEDULING TIPS](#)

STAFF SPOTLIGHT

Lisa Staltari

Start Date: November 2023

Position: Academic Specialist, Room and Course Scheduling

Job Duties: Coordinate with student workers, assist with section form requests, and answer emails. All projects great and small!

Favorite Part of the Job: I absolutely LOVE finding solutions to problems. Right now, they are little problems, as I am still in that learning curve. I look forward to bigger and more complex problems as the months go by.

Fun Fact: I am a professional genealogist and the work I do confirming and determining ancestor movements is VERY similar to working in Room and Course Scheduling. The difference, of course, is that the parts are still moving in the Office of the Registrar — much more difficult!



UPCOMING SCHEDULING DATES & DEADLINES

February

1

**Section Forms open for
Summer 2024 & Fall 2024**

February

5-16

Resolution Appointments for Summer 2024 & Fall 2024

[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.