



## RCS News

Important Updates from Room & Course Scheduling

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### IN THIS ISSUE

- **ANNOUNCEMENTS**
  - A Great Term Starts with Early Classroom Review and Scheduling a Tech Demo
  - Low or No Enrollment? Plan Now for Fall 2024 Room Swaps & Room Releases
  - Final Weeks of Winter 2024 & Spring 2025 Open Scheduling
  - Recently Created Attribute: Language of Instruction
  - Save the Date: Resolution Weeks September 3-13, 2024
- **SCHEDULING TIP:** Understanding Optimization: What to do if You Don't Get a Room
- **CLASSROOM SPOTLIGHT:** Chemistry (CHEM) 138
- **UPCOMING SCHEDULING DATES & DEADLINES**

## ANNOUNCEMENTS

### A Great Term Starts with Early Classroom Review and Scheduling a Tech Demo

Classrooms and learning spaces for Fall 2024 are assigned months before the term starts. It is important to have instructors review their assigned classroom locations and amenities as soon as possible, especially if they plan to request a disability-related accommodation for a classroom space. The RCS team partners with the [Disability Resource Center \(DRC\)](#) to review classroom assignments based on known accommodation requests in early August and again weekly until the first day of classes. Early action to request a new accommodation will help in classroom relocation or swaps before the start of the term.

Another way to help ensure classrooms meet instructors' needs is to schedule a demonstration of classroom amenities before the term begins. The Classroom Technology Services (CTS) team can hold sessions before the term starts to help instructors get familiar with their instructional space and the included classroom technology. 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!

## No or Low Enrollment? Plan Now for Fall 2024 Room Swaps & Room Releases

Starting August 1, 2024, if a class section assigned to a [Centrally Scheduled Classroom](#) has fewer students enrolled than anticipated, the section may be moved to a smaller classroom better suited to the level of enrollment. By reviewing real-time student enrollment and making timely adjustments based on actual space needs, RCS can more efficiently use the Centrally Scheduled Classrooms.

Classes that have no students enrolled by August 1, 2024, and are assigned a Centrally Scheduled Classroom, will have that room released, and the **Class Status** will be changed to "**Canceled**". At this time, departments can choose to cancel sections that have no enrollment by using a [Section Form](#). Please refer to the [Section Form Success resource guide](#) for additional guidance and best practices.

The RCS team has begun communications with department schedulers to initiate planning for potential room swaps or releases based on projected enrollment. RCS requests department schedulers share any rationale that should be considered before making room assignment changes beginning August 1. For more information on the policy, and other policy updates for this cycle of open scheduling, please [revisit the recording](#) and deck presented at the [Open Scheduling Winter 2024 and Spring 2025 Kickoff Webinar](#).

## Final Weeks of Winter 2024 & Spring 2025 Open Scheduling

Mark your calendars that July 31 is the last day of Open Scheduling, where department schedulers may add, change, or cancel class sections independently in UAccess. After Open Scheduling ends, department schedulers need to use a [Section Form](#) and work directly with Room and Course Scheduling to request most edits to the Schedule of Classes.

### REMINDER:

#### Harvill (HARV) Elevator Restoration in Spring 2025

- No elevator access to levels 1, 3, and 4 means HARV rooms on those levels will be removed from room optimization. Limited availability remains on the ground level 2.
- Centrally Scheduled Classrooms and Departmentally Scheduled Classrooms on levels 1,3, and 4 will not be available. The RCS team will help redistribute class sections typically assigned to HARV to other CSCs.

**Plan other classrooms for priority scheduling requests!**  
**Consider scheduling outside of prime-time meeting patterns.**

**Before July 31, department schedulers should take action to make changes:**

- **Meeting patterns:** update days and times

- **Facility ID:** enter specific Department Facility ID —Departmentally Scheduled Classroom (999-TBA if unknown) or 999-RMRQST — Centrally Scheduled Classroom
- **Room characteristics:** indicate according to Facility ID listed above 31 — Departmentally Scheduled Classroom, or 32 — Centrally Scheduled Classroom (also add 35 — for **Collaborative Learning Space** requests)
- **Requested Room Capacity & Enrollment Capacity:** Update based on historical enrollments.
- **Combined Sections:** Ensure sections being taught simultaneously are **set up as combined** in the Schedule of Classes.

### Why take action now?

Not completing the above items hinders a classroom from being assigned during classroom optimization. Review more important **RCS Dates and Deadlines**. The RCS team will continue contacting departments to identify and resolve inaccuracies found in the preliminary review to help our department partners create an accurate publication of the Schedule of Classes on October 1, 2024.

### Recently Created Attribute: Language of Instruction

The **Language of Instruction** course attribute can be assigned now to class sections. This course attribute will provide more detailed class information to students especially when searching for courses during the shopping cart and enrollment periods.

The **Language of Instruction** course attribute, added at the section level, denotes the language of instruction, specifically for those class sections taught in a language other than English. **This attribute will only be applied to non-language courses** and will not apply to language courses such as SPAN 101 or SPAN 102. Please complete the **Language of Instruction Course Attribute request form** to submit for a new language description.

#### Course Attribute Description: Language of Instruction

Course Attribute	Course Attribute Value	Description
LANG	SPAN	Spanish
LANG	MAND	Mandarin

### Save the Date: Resolution Weeks September 3-13, 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 Winter 2024 and Spring 2025 will be published to UAccess on August 23**. Department schedulers can then review room assignments and determine

which sections may need additional attention via a resolution appointment.

We encourage all department schedulers to attend a resolution appointment scheduled over two weeks, September 3-13. This cycle the **Section Form** will open, prior to Resolution Weeks, on August 23. With the entire RCS team pitching in to support the start of fall term and Resolution Weeks, Section Forms submitted prior to September 13 may expect extended response times.

## 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. The RCS team is facilitating the optimization process from August 1-22. During this time, most classes are seamlessly assigned to a classroom during the process, but some classes are not able to be placed due to various reasons:

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#### Bottleneck

When too many sections are attempting to schedule the same-size room with the same meeting pattern.

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#### Missing Data

Leaving off the requested room capacity or a class is missing in a combination.

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#### Infeasible Request

This occurs when the requested room capacity does not match the enrollment capacity.

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#### Invalid Meeting Pattern

Errors with meeting days and times (e.g., 12 am-12 am) will disqualify.

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#### Improper Room Characteristic 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.

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Please **email RCS** 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 linked below to troubleshoot the different scenarios and solutions for when a Centrally Scheduled Classroom is not assigned.

[RESOURCE GUIDE: UNDERSTANDING OPTIMIZATION](#)

## CLASSROOM SPOTLIGHT

### Chemistry (CHEM) 138

**Capacity:** 64

**Features:** **Chemistry 138** is a mid-sized, **Collaborative Learning Space (CLS)** classroom with enhanced technology that is specially designed to support group work. CHEM 138 is equipped with enhanced video and audio equipment to capture students and instructors speaking throughout the classroom. Plus, the classroom includes added personal-sized whiteboards to increase collaboration.



To reach CHEM 138, students pass through the newly renovated, accessible mall entrance of the Chemistry building which creates a welcoming environment for students to gather and study between classes. With the addition of a mezzanine level, all floors of the Chemistry building are accessible from the main entrance via stairs and elevators.



Academic Affairs has **outlined how some class sections will naturally benefit** from the innovations available in a CLS classroom (such as CHEM 138), while other class sections are best suited for traditional classrooms. See the Scheduling Tip in this issue for more information on how to request a CLS.

## UPCOMING SCHEDULING DATES & DEADLINES

JULY  
8-19

**Priority Scheduling Resolution Period for Winter 2024 & Spring 2025**

JULY  
31

**Last Day of Open Scheduling for Winter 2024 & Spring 2025**

August  
1-22

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

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

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