RCS News
Important Updates from Room & Course Scheduling

March 31, 2022, 4:00 p.m.

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ANNOUNCEMENTS

Enrollment Life Cycle Forum Review

Thank you to those of you who attended our Enrollment Life Cycle open forum and bringing excellent questions that help us improve the enrollment process. A recording of the session and the presentation slides are available on our website.

Dynamically Dated Courses

Per the October 2015 memo from the Office of the Provost, the University discontinued the use of Dynamic Dated classes beginning in the fall 2016 term except under extraordinary circumstances.

Dynamically dated (DYN) courses are courses that are scheduled outside of
Dynamically dated (DYN) courses are courses that are scheduled outside of standard term/session dates. There are two session codes in UAccess Student that use dynamic dates:

- COC: Carry-Over Course
- DYN: Dynamically Dated

All dynamically dated classes (except for MEDS, Community Campus High School, and Global) require prior approval from the Assistant Registrar for RCS. These requests can be submitted via a section form. In the comment section of the form, state your extraordinary rationale showing why the class does not fit into any other standard session. Your rationale will be reviewed and if approved, the section form will be completed. If more information is needed or the course will not be approved to use DYN dates, you will be notified.

How to determine when to use COC or DYN:

<table>
<thead>
<tr>
<th>Session Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Example</th>
</tr>
</thead>
</table>
| COC          | Starts in one term | Ends more than one week into a later term | • Spring 2022 starts 1/12/22  
• Spring 2022 ends 5/4/22  
• Summer 2022 starts 5/16/22  
A class that starts 1/18/22 and ends 5/26/22 belongs in the spring 2022 COC session because it starts in spring 2022 and ends well after a week into summer 2022. |
| DYN          | On or within a few days of the start of the standard term | On or within a few days of the end of the standard term | • Spring 2022 starts 1/12/22  
• Spring 2022 ends 5/4/22  
• Summer 2022 starts 5/16/22  
A class that starts 1/12/22 and ends 2/1/22 belongs in the DYN session because it both starts and ends within the spring 2022 term. |
Section Number Schema

Although there is no an official policy governing specific numbering system for class sections; the following best practices are followed to assist students, faculty, and staff navigate the Schedule of Classes.

Section numbers will not be changed once the Schedule of Classes has gone live.

<table>
<thead>
<tr>
<th>Section Numbers</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>001 - 099</td>
<td>In-Person (P), Hybrid (HY), or Interactive (IT) sections for all campuses except Arizona Online</td>
</tr>
<tr>
<td>300 - 499</td>
<td></td>
</tr>
<tr>
<td>100 - 199</td>
<td>Fully Online (FO) sections for all campuses except Arizona Online and Global Direct; often called iCourse Sections</td>
</tr>
<tr>
<td>200 - 299</td>
<td>Fully Online (FO) sections for only Arizona Online</td>
</tr>
<tr>
<td>400 - 499</td>
<td>Fully Online (FO) sections for only Global Direct</td>
</tr>
<tr>
<td>751 and/or 752</td>
<td>Special Exam sections for all Campuses</td>
</tr>
<tr>
<td>801 - 899</td>
<td>Study Abroad sections only for Main Campus – Study Abroad location</td>
</tr>
<tr>
<td>###a-z (i.e., 001a, 101a, 201a)</td>
<td>Letters after a section number can indicate the section is a non-enrollment component of a primary graded section. Example:</td>
</tr>
<tr>
<td></td>
<td>• Lecture (primary graded enrollment component): 001</td>
</tr>
<tr>
<td></td>
<td>• Lab (non-enrollment component): 001a</td>
</tr>
</tbody>
</table>
STAFF SPOTLIGHT

Laura K. Massey-Miller
Academic Records Coordinator, Room & Course Scheduling

Started at The University of Arizona: 2/22/21

Job Duties
I focus on priority scheduling, common final exams, as well as the final exam schedule for each term. I also coordinate the Live Online modality approval process and help with clean-up reports, classroom assignment optimization, and Resolution Week.

Favorite Part of the Job
Working on special projects to improve the Schedule of Classes. I love to make things as uncomplicated as possible.

Fun Fact
I am an avid sports fan. When I am not out watching my kids play baseball and water polo, you can find me at home cross-stitching, or bowling with my husband and friends.

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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.