

## THE UNIVERSITY OF ARIZONA



Office of the Registrar

# RCS News

Important Updates from Room & Course Scheduling

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

## IN THIS ISSUE

- **ANNOUNCEMENTS**
  - Enrollment Life Cycle Open Forum Review
  - Dynamically Dated Courses
- **SCHEDULING TIP:** Section Number Schema
- **STAFF SPOTLIGHT:** Laura K. Massey-Miller

## 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**.

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### 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:

Session Code	Start Date	End Date	Example
COC	Starts in one term	Ends more than one week into a later term	<ul style="list-style-type: none"> <li>• Spring 2022 starts 1/12/22</li> <li>• Spring 2022 ends 5/4/22</li> <li>• Summer 2022 starts 5/16/22</li> </ul> <p>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.</p>
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	<ul style="list-style-type: none"> <li>• Spring 2022 starts 1/12/22</li> <li>• Spring 2022 ends 5/4/22</li> <li>• Summer 2022 starts 5/16/22</li> </ul> <p>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.</p>

## SCHEDULING TIP

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### 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.

Section Numbers	Use
001 - 099 300 - 499	In-Person (P), Hybrid (HY), or Interactive (IT) sections for all campuses except Arizona Online
100 - 199	Fully Online (FO) sections for all campuses except Arizona Online and Global Direct ; often called iCourse Sections
200 - 299	Fully Online (FO) sections for only Arizona Online
400 - 499	Fully Online (FO) sections for only Global Direct
751 and/or 752	Special Exam sections for all Campuses
801 - 899	Study Abroad sections only for Main Campus – Study Abroad location
###a-z (i.e., 001a, 101a, 201a)	<p>Letters after a section number can indicate the section is a non-enrollment component of a primary graded section.</p> <p>Example:</p> <ul style="list-style-type: none"><li>• Lecture (primary graded enrollment component): 001</li><li>• Lab (non-enrollment component): 001a</li></ul>

[VIEW THIS TIP AS A PDF](#)

[VIEW ALL RCS SCHEDULING TIPS](#)

## STAFF SPOTLIGHT

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### **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.*