



RCS News

Important Updates from Room & Course Scheduling

March 14, 2024, 2:00 p.m.

IN THIS ISSUE

- **ANNOUNCEMENTS**
 - Preview Fall Classroom Assignments Prior to Enrollment
 - Resolving 'Class Status: Tentative' and Unpublished Sections
 - Save the Date: Open Scheduling Winter 2024 & Spring 2025 Kickoff Webinar
 - Coming Soon: New Classroom Website
- **SCHEDULING TIP:** Section Form Success
- **STUDENT SPOTLIGHT:** Aleksa Salazar
- **UPCOMING SCHEDULING DATES & DEADLINES**

ANNOUNCEMENTS

Preview Fall Classroom Assignments Prior to Enrollment

RCS works diligently to assign **Centrally Scheduled Classrooms** that meet the instructional design and pedagogy for each class section. To foster the best student experience, we encourage instructors to review their assigned spaces early to confirm classroom features and ensure suitability for their needs. Proactively identifying classroom issues early (e.g., accessibility concerns and classroom layout) gives RCS more flexibility to accommodate room swap requests.

Shopping Carts for Fall 2024 opened on March 1 with the Schedule of Classes, and **enrollment appointments** will roll out from April 1 to April 17 for returning students. The main function of Shopping Carts is to save class information, aiding students in planning their schedules by exploring section options and reviewing conflicts and availability. Ideally, students will enter their enrollment appointments with a prepared Shopping Cart containing a complete schedule, along with backup options in case their first choices are unavailable.

Any room swap requests should be made before enrollment to minimize disruptions to student schedules and the classes that they have enrolled in. Moving rooms, class times, or locations after students have finalized their selections (and especially after the term has started) can have a significant impact on their schedules.

By reviewing classroom assignments early, we can work together to create an optimal learning environment while minimizing disruptions for our students. To learn more about student enrollment visit the [How to Register for Classes](#) page.

Resolving 'Class Status: Tentative' and Unpublished Sections

Now that Shopping Carts are open and the enrollment period is fast approaching, remember that a class setup is not complete if certain essential data fields are left empty. Classes with class setups left incomplete are marked with a class status of **Tentative** and do not appear in the published Schedule of Classes. Missing data that triggers a Tentative status includes:

- No room assignment
- Incomplete meeting pattern
- Contact minute noncompliance
- Unapproved DYN or Live Online
- Courses missing a required component

To prevent the complications that come with changing student schedules after enrollment, sections marked Tentative, are not published in the Schedule of Classes, are not searchable, and enrollment is prevented. RCS staff have contacted department schedulers through email to identify class sections missing essential data and have set the necessary class sections to Class Status: Tentative. Once corrections are made, the class status will be updated to Active and the class section will be open for view in the Schedule of Classes.

Save the Date: Winter 2024 & Spring 2025 Open Scheduling Kickoff Webinar

April 30, 2024, 1—2 p.m.

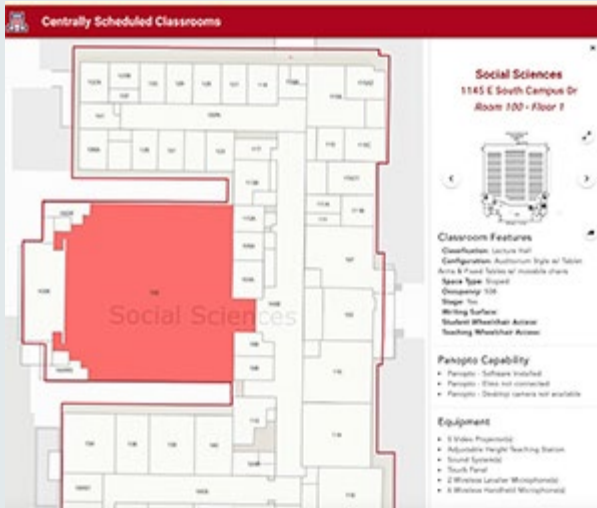
Join the RCS team on Tuesday, April 30, from 1-2 p.m. to learn what's new for the Winter 2024 and Spring 2025 open scheduling cycle with student-centered DYN session alignment, a preview of the new interactive classroom map, and a "sneak peek" at progress on the project to reimagine classroom scheduling. Bring your questions or submit them in advance to rcshelp@arizona.edu.

Our Open Scheduling Kickoff Webinars are designed to offer current updates, procedure changes, and to field questions from our department scheduling partners. These webinars are designed to work together with the [UAccess Student: Managing the Schedule of Classes](#) training (offered in Edge Learning) to develop the skills and knowledge needed to successfully create the Schedule of Classes.

REGISTER FOR OPEN SCHEDULING KICKOFF WEBINAR

Coming Soon: Updated Classroom Website

In partnership with Classroom Technology Services (CTS), the Enterprise Geographic Information System (EGIS), and Planning, Design & Construction (PDC), the Office of the Registrar is collaborating on a new, interactive map that will allow users to explore the full inventory and features of **Centrally Scheduled Classrooms (CSC)** available on the main campus. Interactive features of the map include the ability to search by building (number, name, and room), room classification (lecture hall, seminar, collaborative classroom, etc.), seating capacity, and equipment (adjustable teaching station, flat panel displays, etc.). Enhancing the user's search experience, the new map locates the selected building, then shows the floor plan and location of the classroom in the building.



The Room and Course Scheduling team will utilize this interactive map as a tool to provide University of Arizona students, faculty, staff, and guests information on classroom features and location as it relates to academic classroom assignments and non-academic events such as workshops, conferences, and organized student group meetings.

Once completed, the Office of the Registrar will manage the interactive Centrally Scheduled Classrooms (CSC) inventory, with support from Classroom Technology Services (CTS) as technological equipment updates occur in classrooms. With the transition of Student Admin Systems Group (SASG) functions into other units, the former list at ctsrooms.arizona.edu will be replaced with the new map URL, to be accessed through the registrar.arizona.edu website.

SCHEDULING TIP

Section Form Success

Section Forms are a tool used to communicate necessary adds, changes, and cancellations to the Schedule of Classes **during closed scheduling**. The RCS team has compiled some helpful recommendations (pay close attention to steps 9–13 on the Resource Guide) to ensure the section form includes the necessary information to efficiently process forms in the order they are received.

Section Forms are available for any given term while the term is actively progressing as well as for the upcoming term after the optimization process is completed. Currently, Section Forms for the spring, summer, and fall 2024 terms are available.

[RESOURCE GUIDE:SECTION FORM SUCCESS](#)

[VIEW ALL RCS SCHEDULING TIPS](#)

STUDENT SPOTLIGHT

Aleksa Salazar

Start Date: October 2022

Major: Spanish

Job Duties: Assist with Section Forms, schedule events and provide customer service via email and phone calls.

Favorite part of the job: Being able to work with other students and staff members that make the job better.

Fun fact: I enjoy traveling, cooking and dancing.



UPCOMING SCHEDULING DATES & DEADLINES

APRIL
30

Open Scheduling for Winter 2024 & Spring 2025 Kickoff Webinar

MAY
6

Open Scheduling Begins for Winter 2024 & Spring 2025

[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.