



RCS News

Important Updates from Room & Course Scheduling

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ANNOUNCEMENTS

Thank You! Winter 2024 & Spring 2025 Open Scheduling Kickoff Webinar

Thank you to everyone who joined us for the Winter 2024 and Spring 2025 Open Scheduling Kickoff webinar! We appreciated the thoughtful questions submitted and shared during our session. Topics included the roll out of the 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.

Please check out the link below to the webinar recording that can be used as a reference during this open scheduling cycle. Because the expansion of the DYN session alignment project received considerable interest during the session, we have created a new Resource Guide on selecting sessions, which is highlighted as this month's Scheduling Tip.

[OPEN SCHEDULING KICKOFF RECORDING AND SLIDES](#)

Additionally, the department scheduler training is available in EDGE for your reference, [UAccess Student: Managing the Schedule of Classes](#).

Winter 2024 & Spring 2025 Open Scheduling Underway

Open Scheduling in UAccess began on **May 6 and continues through July 31**. The Winter 2023 and Spring 2024 terms were "rolled over" to create the Winter 2024 and Spring 2025 terms on April 28. Open Scheduling is the first opportunity for department schedulers to add, change, or cancel class sections to be delivered differently than in the past.

Department schedulers need to take action to implement changes to:

- **Meeting patterns:** update Days and Times
- **Facility ID:** Specific Department Facility ID- Departmentally Scheduled Classroom (999-TBA if unknown) or 999-RMRQST – Centrally Scheduled Classroom
- **Room characteristics:** 31 – Departmentally Scheduled Classroom or 32 – Centrally Scheduled Classroom
- **Requested Room Capacity & Enrollment Capacity:** Update based on historical enrollments.
- **Combined Sections:** Ensure sections being taught simultaneously are combined in the Schedule of Classes.

SCHEDULING TIP

Project Rollout: Dynamically Dated Session Alignment

The **Study to Realign Dynamic Dates Rules** is an Office of the Registrar project to explore ways to simplify date rules across all terms by creating a single, dynamic date rule. The **objective is to reduce the numerous dynamic dating rules** currently in place for each term. By minimizing the use of dynamic dating rules and eliminating manual date field updates, we anticipate increased efficiency and accuracy in our scheduling processes. A simplified dynamic date rule will also create more consistency in student experiences across various session formats.

Beginning in Spring 2025 — to align with a more student-centered approach — class sections will be evaluated for inclusion in a standard session whenever possible.

Class sections beginning within 7 days of a standard session start date and concluding within 7 days of the standard session end date will be adjusted to align with the nearest standard session (example provided below). However, DYN sessions shorter than 7 weeks (such as Pre, 5-week sessions, and 6-week sessions) will maintain their DYN-adjusted dates and deadlines.

This new process will begin in the Spring 2025 term. An example of the new DYN session alignment is offered below:

Regular Session Date

Spring 2025 7W1 Standard Session
(Start Date 1/15/2025 and End Date 3/7/2025)

Realigned DYN Date:

A section requesting a DYN session with a start date between 1/15/2025- 1/21/2025 and end dates between 3/1/2025-3/7/2025 will be scheduled as a 7W1 Standard Session.

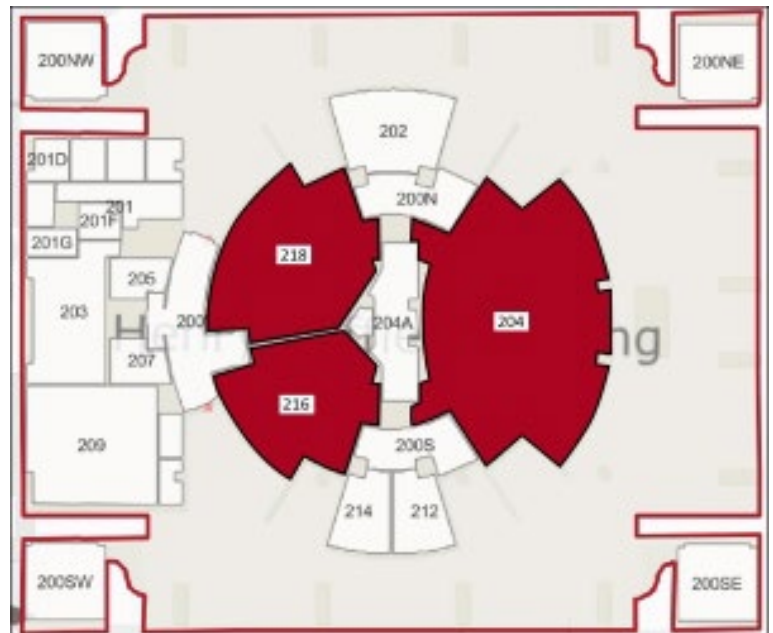
These aligned DYN sessions will adhere to the standard dates and deadlines of standard sessions and observe the university's holiday schedule, except for Arizona International (GLBL) sections. Please note that any course offered is expected to span at least one week per credit earned, in accordance with the **Unit of Credit Definition**.

RESOURCE GUIDE: SETTING SESSIONS

VIEW ALL RCS SCHEDULING TIPS

CLASSROOM SPOTLIGHT

Harry Koffler Building Lecture Halls Renovation (KOFFL) Rooms 204, 216, 218



Capacity: Room 204 capacity 278; Room 216 capacity 85; Room 218 capacity 126

Features: Koffler (KOFFL) **204**, **216**, **218** is a grouping of small, mid-sized, and large lecture halls located on the south side of the main mall. The Koffler lecture halls underwent a renovation in Summer 2023 to increase the accessibility with additional options for accessible classroom seating, new automatic door opener (ADO) buttons, and dual projection capability. Additional enhancements include updated lighting from fluorescent to LED to improve the overall learning environment. These traditional style lecture halls are upgraded with enhanced lecture capture technology and adjustable height teaching stations.



UPCOMING SCHEDULING DATES & DEADLINES

MAY
6

Open Scheduling Begins for Winter 2024 & Spring 2025

JULY
1

Priority Scheduling, Collaborative Learning Space, and Common Final Exam Requests Due

[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.