



RCS News

Important Updates from Room & Course Scheduling

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ANNOUNCEMENTS

Self-Paced, Department Scheduler Training to Publish November 22

The new **UAccess Student: Managing the Schedule of Classes** training is a comprehensive resource that will serve as the primary tool for onboarding new department schedulers and academic administrators who request the department scheduling UAccess provisioning.

Employees who currently have access are encouraged to complete the training to refresh their knowledge and review best-practices. Any employee requesting new access will need to complete this training before they are provisioned with access to schedule classes for their department in UAccess.

How to access the training:

The **UAccess Student: Managing the Schedule of Classes** training will be assigned in EDGE Learning with each topic broken down into manageable modules to keep content focused. The self-paced course design allows for individual sections to be paused (with progress saved) until completed. Once the training is completed, it can be revisited for reference as needed.

Deadline Reminders: Priority Scheduling, Collaborative Learning Space & Common Final Requests

Requests Due: December 1, 2023

The production-timeline of the Schedule of Classes is approaching important mid-cycle dates that you do not want to miss! Take note that Friday, December 1 at 5 p.m. is the deadline to submit [Priority Scheduling Requests Forms](#), [Common Final Exam Request Forms](#), and Collaborative Learning Space Requests (see this month's Schedule Tip below for more detailed instructions).

Be on the Lookout for Schedule-Management Communications

As we reach the half-way point of Summer and Fall 2024 Open Scheduling, departments can expect to receive email notifications from the RCS team alerting them to areas in their submissions to the Schedule of Classes that need attention, such as contact minute non-compliance or incomplete meeting patterns. By reviewing the data entered throughout the Summer and Fall 2024 Open Scheduling window, we can proactively work with department schedulers to ensure the necessary adjustments are made in a timely fashion.

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 Schedule of Classes to be published on March 1, 2023.

SCHEDULING TIP

Open Scheduling: Facility ID Set-up

[Some class sections naturally benefit](#) from the innovations available in the [Collaborative Learning Spaces \(CLS\)](#), while other class sections are best suited for traditional or departmental classrooms. As the department scheduler, it is important to know the options available and how to guide faculty in accessing these instructional resources.

During open scheduling, department schedulers will enter detailed class information as to what day(s) and times students are expected to attend, the name of the instructor, and room characteristic information within the **Maintain Schedule of Classes** tile under the **Meetings tab**.

Notably, communicating **Facility ID** information is an important step in informing RCS what type of classroom is to be used or is requested. Regardless on the type of classroom, indicating the classroom space is done in the Meetings tab utilizing the steps below:

Centrally Scheduled Classroom (CSC)

To request a [Centrally Scheduled Classroom](#), enter **999-RMRQST - Centrally Scheduled Room Request** in this field. This tells RCS to include the class section in the Centrally Scheduled Classroom optimization process

(dependent on availability). In addition, **assign 32 as the Room Characteristic** code, and **indicate the requested room capacity** (based on historical enrollment) as these fields work together when optimizing Centrally Scheduled Classroom space.

Departmentally Scheduled Classroom (DSC)

Ideally, departments with Departmentally Scheduled Classrooms are maximizing the use of department space before requesting Centrally Scheduled Classrooms because these are premium assets only available at the department level. **To inform RCS that DSC spaces are being used, enter the department facility ID, and designate 31 in the Room Characteristic Field.** Note that the DSC room capacity pulled from UAccess may not reflect the actual capacity of the classroom, so become familiar with room capacity and characteristics before assigning Departmentally Scheduled Classrooms.

Collaborative Learning Space (CLS)

To request a [Collaborative Learning Space](#), follow the same steps as a general CSC request AND add a **second Room Characteristic: 35 for CLS**. Instructors are responsible for submitting and maintaining their [CLS Preferred Instructor application](#) to qualify for the CLS Preferred Instructor list. During room scheduling, sections requesting a CLS are reviewed to confirm an eligible instructor is listed. Contact [Jenna Childers](#) to determine if your instructor is approved.

Please note that a request for a Collaborative Learning Space cannot be guaranteed. There are sixty-one rooms and each semester the demand for a CLS grows. It is best to have a backup, non-prime time meeting pattern ready. If a CLS is not assigned at the requested time another Centrally Scheduled Classroom may be assigned during the Optimization process.

For additional step by step directions on requesting a CLS, follow the actions outlined below in the Scheduling a Collaborative Learning Space Resource Guide.

RESOURCE GUIDE: REQUESTING COLLABORATIVE LEARNING SPACE

VIEW ALL RCS SCHEDULING TIPS

CLASSROOM SPOTLIGHT

The Commons (CMNS) 105

Capacity: 217

Features: Located near the University of Arizona Mall, Commons (CMNS) 105 is the crown jewel of the recently

completed Commons and Chemistry building renovation and construction project.



CMNS 105 is a “turn-to-learn” Collaborative Learning Space (CLS) with each student station created with universal design in mind. This classroom features high ceilings with natural lighting. The room features a portable speaker box to engage students in all areas of the room in conversation. There is an increased number of projector displays for 360 views.



UPCOMING SCHEDULING DATES & DEADLINES

Dec
1

Deadline to submit Priority Scheduling Request Forms, Common Final Exam Request Forms, and Collaborative Learning Space Requests

Jan

Open Scheduling Ends for Summer 2024 & Fall 2024

[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.