



RCS News

Important Updates from Room & Course Scheduling

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ANNOUNCEMENTS

Thank You for Attending the Open Scheduling Webinar

Several important updates to RCS processes were presented in the Open Scheduling Kickoff Webinar held earlier this month. If you were not available to attend, the recording and presentation deck is now available. Keep the link handy for reference as you work through the open scheduling process for summer and fall 2024 classes. A few of the notable updates include:

- **New Course Attribute: Language of Instruction.** The Language of Instruction course attribute, added at the section level, denotes the language of instruction, specifically for those class sections taught in a language other than English. This attribute will only be applied to non-language courses and will not apply to language courses such as SPAN 101 or SPAN 102. Please complete the [Language of Instruction Course Attribute Request Form](#) to update the class set-up of an existing class section scheduled in spring 2024.
- **Updates to Contact Minute Tracking.** Some programs and courses operate on a variable schedule and the new modifications in the UA Schedule of Classes allow accurate notation of tracking process. The RCS team will work closely with department schedulers to update the new Contact Minute tracking modifications as necessary.
- **Changes to Session Offerings.** Beginning Summer 2024 there will be a transition away from graduate level 8WA-F carousel sessions to 7A/7B sessions. This will reduce compliance risk for cross calendar-enrollment. The 7A and

7B sessions will always start on a Monday* and end on a Sunday (following the standard holiday calendar). This transition does not impact the 7W1 and 7W2 sessions.

WEBINAR RECORDING AND SLIDES

Open Scheduling Timeline: Summer & Fall 2024

October 2, 2023—January 12, 2024

Open Scheduling for the summer and fall 2024 terms is now active! Open scheduling is the start of the scheduling cycle when department schedulers input the classes offered in that term, including specific details such as instructor assignment, modality, meeting pattern, and room preference.

Open scheduling comes with heightened privileges in UAccess Student that allow department schedulers the ability to create and adjust their department's class schedule without needing to use the Section Form request process for Room & Course Scheduling assistance.

The open scheduling period lasts 12–13 weeks and occurs twice per year: April—July for winter/spring open scheduling, and October—January for summer/fall open scheduling. The [RCS Resource Guide](#) page has a collection of previous scheduling tips to guide department schedulers through common scheduling scenarios.

To brush up on scheduling skills and best practices, review the recording and presentation materials from the recent [Summer & Fall 2024 Open Scheduling webinar](#).

Making Changes to Winter 2023 & Spring 2024

Please do not delay in making your department changes either through UAccess or with a **Section Form**. We depend on the department schedulers to submit changes as soon as possible so that we keep the published Schedule of Classes up to date for student shopping carts and enrollment starting November 2, 2023.

[LINK TO SECTION FORM](#)

SCHEDULING TIP

Priority Scheduling

December 1 is the last day for departments to [request priority scheduling](#) for a certain class or section. There are specific criteria in place to determine qualifications for priority scheduling, such as an instructor with a disability or when the requesting department provided financial support for the equipment or renovation of a centrally scheduled

classroom. If the request is approved, the Facility ID is assigned to the section before room optimization. Classes should still be entered during Open Scheduling, with the application considered a supplement to the information supplied in the Schedule of Classes in UAccess.

To request priority scheduling, please complete the Priority Scheduling Request Application form for each open scheduling cycle. Please note that the application requires the Department Head's approval. If you have questions about the criteria or have other special circumstances that should be considered for Priority Scheduling, please contact the RCS team. Review the Priority Scheduling Resource Guide to determine if your section meets the criteria and for directions on submitting the request application.

[RESOURCE GUIDE: PRIORITY SCHEDULING](#)

[VIEW ALL RCS SCHEDULING TIPS](#)

CLASSROOM SPOTLIGHT

McClelland Park (MCPRK) 101



Capacity: 60

Features: Located near the Global Center, McClelland Park 101 is a mid-sized, Collaborative Learning Space (CLS) situated in the Park District on the southwest side of campus near many residence halls. This classroom features high ceilings with natural lighting with tables set in small groups. There is an increased number of projector displays for 360 views.

Academic Affairs has [outlined how some class sections will naturally benefit](#) from the innovations available in the CLS

classrooms, while other class sections are best suited for traditional classrooms. As the department scheduler, it is helpful to know the options available and how to guide faculty in accessing these instructional resources.

UPCOMING SCHEDULING DATES & DEADLINES

October

2–

January

12

Open Scheduling for
Summer 2024 & Fall 2024

December

1

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

[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.