



## RCS News

Important Updates from Room & Course Scheduling

*April 25, 2023, 1:00 p.m.*

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### ANNOUNCEMENTS

#### Open Scheduling Begins May 1

Open Scheduling in UAccess begins on **May 1 and continues through July 31**. The terms will "roll over" from Winter 2022 and Spring 2023 to create the Winter 2023 and Spring 2024 terms. Open scheduling is the first opportunity for department schedulers to add, change, or cancel class sections to be delivered differently than in the past.

#### Open Scheduling Kick Off Webinar Recording Available

Earlier this month RCS team held a webinar to present what's new for the winter 2023 and spring 2024 open scheduling cycle. Take note of these new items as you begin your open scheduling:

- Follow-up on Recent Contact Minute Compliance Communications – see the scheduling tip later in this newsletter.
- New Course Attribute- Instructional Language Other Than English

The complete [presentation recording and slide deck](#) is available on our website.

## Classroom Technology Retirement & Minimum Requirements

Room and Course Scheduling partners closely with [Classroom Technology Services \(CTS\)](#) to support the [Centrally Scheduled Classrooms](#). CTS department is dedicated to providing reliable, quality, support for University Centrally Scheduled Classrooms and reducing negative impact on classroom instruction due to technology use issues.

To accomplish these goals CTS focuses on the following:

- Ensuring classroom technology equipment is maintained and updated
- Classroom technology equipment setup is simple and intuitive
- Classroom technology demonstrations are available upon request
- Providing timely, outstanding, support when needed to resolve issues

In the ongoing effort to improve services CTS will be **retiring obsolete technology and phasing out technology that has become increasingly difficult to support**. Additionally, CTS is establishing minimum requirements for “BRING YOUR OWN DEVICE” equipment. This includes any device that an instructor would like to connect to classroom technology.

Upcoming classroom technology retirements and changes to minimum technology requirements can be reviewed here:

FALL 2023 CAMPUS CLASSROOM TECHNOLOGY UPDATE

## The Commons & Chemistry Ready for Fall 2023!

The campus community celebrated the opening of The Commons and Chemistry Building last week with an [open house and facility tours](#). We are excited to include these great collaborative learning spaces in the list of [Centrally Scheduled Classrooms](#) beginning in the fall 2023 term.

There are improved features at both entrances from the mall and the west side allowing the building to be freely accessible to all. The Chemistry building interior includes a new mezzanine level with elevator access to all floors. Also, in Chemistry there are five updated Centrally Scheduled CLS Classrooms, three live-stream studios, and additional space dedicated to Gen Ed and Chemistry

Faculty offices.

The Commons offers three newly added Centrally Scheduled CLS Classrooms including a new, large capacity, fully accessible, “turn-to-collaborate” classroom. Centrally Scheduled Classroom capacities range from 10-217 seats and will be available for the fall 2023 term.

## SCHEDULING TIP

### Contact Minute Compliance

Contact minutes/hours define the amount of time a student spends in class as it relates to receiving credit hours. A contact hour is often referred to as a **credit hour**. The chosen meeting pattern determines if the instructional contact minutes are met. If contact minutes are outside the established range a message displays: Required Contact Minutes Not Met. This message indicates additional changes are needed to the meeting pattern to fall within the required range.

Department schedulers will encounter two classifications of time: workload hours and contact minutes. While related to the schedule of classes, they have different functions and implications. The number of credit hours of a course determines the necessary contact minutes and the distribution of workload hours.

Refresh your understanding of these class features with the Resource Guide on Contact Minute Compliance.

[RESOURCE GUIDE: CALCULATING CONTACT MINUTES](#)

[VIEW ALL RCS SCHEDULING TIPS](#)

## STUDENT SPOTLIGHT

### Iyinoluwa Odedina

**Start Date:** December 2019

**Major:** Biology with an emphasis in Biomedical Sciences

**Job Duties:** Working with the department to update and maintain the Schedule of Classes to provide excellent customer service.

**Favorite Part of the Job:** Being able to work as a team to help resolve any schedule of classes or event issues.

**Fun Fact:** I love traveling! On a recent trip to New York, my favorite part was visiting Rockefeller Center and going to the top of the building where I was able to see the clear view of New York City.



## UPCOMING SCHEDULING DATES & DEADLINES

May  
1

**Open Scheduling Begins for Winter 2023 & Spring 2024**

July  
1

**Priority Scheduling Requests  
CLS Preferred Instructor Applications**

[View All Scheduling Dates & Deadlines](#)

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*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.*