



RCS News

Important Updates from Room & Course Scheduling

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ANNOUNCEMENTS

Academic Records Specialist Opening

Room & Course Scheduling is hiring an Academic Records Specialist to assist with maintaining the Schedule of Classes and provide functional support for class and event scheduling. This is a full-time position that includes full university benefits. If you or someone you recommend is interested, please visit the [Academic Records Specialist](#) job posting.

Resolution Week--Winter 2022 & Spring 2023

August 19-September 2, 2022

If your academic unit has requested [Centrally Scheduled Classrooms](#), mark your calendars for Resolution Week, now through September 2. This is the time when the assignments of Centrally Scheduled Classrooms are reviewed by department schedulers and RCS staff. Specifically, any issues with sections not being assigned or that need room changes can be resolved during a virtual meeting. To offer longer virtual appointment times and accommodate your schedules, we have added an extra week to the Resolution Week schedule.

How to Prepare for Resolution Week:

1. Use UAccess Analytics to view/download the Schedule Overview: **UAccess > Analytics/Reporting >**

Dashboards > Catalog and Schedule > Schedule Overview

2. Isolate sections that were assigned/not assigned Centrally Scheduled Classrooms
3. Review assignments and note any changes needed
4. Schedule a Resolution Week appointment with an RCS team member to address changes:
 - Schedule an appointment with [William](#)
 - Schedule an appointment with [Angelica](#)
 - Schedule an appointment with [Jaclyn](#)

Keep track of upcoming [RCS Dates and Deadlines](#) and stay ahead of the curve.

Updating the Instructor Table—Winter 2022 & Spring 2023

The Winter 2022 and Spring 2023 term rolls are just around the corner, so now is the time to update the Instructor/Advisor Table for the academic unit. Keeping instructor information current assists in a clean roll of information from one term to the next and prevents inactive instructors from being assigned to teach a class or receiving FERPA training notifications. Please make your Instructor/Advisor Table updates prior to the term roll on September 26, 2022. This resource guide has more details on how to [update the instructor table](#).

Adjustments Moving Forward- Course Status Tentative

September 30th—Last Business Day Prior to Schedule of Classes Publication on October 1st

As Room & Course Scheduling staff prepare for the publication of the Spring 2023 Schedule of Classes, a new feature is being introduced to increase accuracy and efficiency of scheduled classes. Classes missing important data will now be flagged as **tentative** and will not appear in the published Schedule of Classes until the class setup is complete.

Missing data that will trigger a **tentative** status include:

- No room assignment
- Incomplete meeting pattern
- Contact minutes-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**, do not publish in the Schedule of Classes, are not searchable, and enrollment is prevented. RCS staff will contact the department scheduler through email to address necessary changes and once corrected, the class status will be updated to **open**.

SCHEDULING TIP

Understanding Optimization: What to Do if You Didn't Get a Room?

Classroom assignment optimization is a process within the program Ad Astra that takes class information entered during Open Scheduling and pairs it with the centrally scheduled classrooms that RCS has in its inventory. Most classes are seamlessly assigned to a classroom during the process, but some classes are not able to be placed due to various reasons:

- **Bottleneck.** When too many sections are attempting to schedule the same sized room with the same meeting pattern.
- **Missing Data.** Leaving off the requested room capacity or a class is missing in a combination.
- **Infeasible Request.** This occurs when the requested room capacity does not match the enrollment capacity.

- **Invalid Meeting Pattern.** Errors with meeting days and times (e.g., 12 am-12 am) will disqualify.
- **Improper Room Characteristic Code.** 31 (DSC) or no code. Every in-person class should be assigned Room Characteristic Codes 31 (DSC) or 32 (CSC). Make sure the code is correct. For a CSC use Facility ID 999-RMRQST and Room Characteristic Code 32.

Please communicate with RCS via [email](#) to review the situation and decide what adjustments are needed before submitting a section form. If more in-depth help is needed, RCS offers Resolution Week appointments to address room request needs.

Review the Resource Guide to troubleshoot the different scenarios and solutions for when a Centrally Scheduled Classroom is not assigned.

[VIEW ROOM ASSIGNMENT TROUBLESHOOTING RESOURCE GUIDE](#)

[VIEW ALL RCS SCHEDULING TIPS](#)

CLASSROOM SPOTLIGHT



AME S314

The most recent addition to the Centrally Scheduled Classroom roster has also been newly renovated to a Collaborative Learning Space Classroom.

Features: Located in the Aerospace Mechanical Engineering building on the northeast corner of Speedway and Mountain, this room features acoustically designed carpeting and wall treatments along with flexible furniture placement with adjustable height swivel chairs. Enhanced technology with additional projectors throughout the room

ensures all students have a good view. Room lighting has been enhanced to reduce irritation and eye strain.

Capacity: 72 student stations are included in this mid-size CLS classroom.

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

AUG
19

First Day of Resolution Week

Department schedulers can meet one-on-one through zoom with an RCS team member to adjust room assignments for Spring 2023.

SEP
2

Last Day of Resolution Week

SEP
26

Term Roll

Summer 2023 & Fall 2023

OCT
1

Winter 2022 & Spring 2023 Schedule of Classes Goes Live

OCT
4

Open Scheduling for Summer 2023 & Fall 2023 Begins

[View All Room & Course 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.