



## RCS News

Important Updates from Room & Course Scheduling

December 16, 2022, 12:30 p.m.

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## ANNOUNCEMENTS

### Open Scheduling Summer & Fall 2023 — Final Month!

*October 4, 2022—January 16, 2023*

Open Scheduling for the summer and fall 2023 terms has reached the final stage. The RCS team encourages completing your department's scheduling before winter closure to avoid the busy, pre-semester rush. 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 characteristics.

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 **RCS Resource Guide** page has a collection of previous scheduling tips to guide department schedulers through common scheduling scenarios.

After January 16, Open Scheduling ends and the cycle moves to Closed Scheduling where classroom optimization begins. During classroom optimization, more than half of the main campus classes are assigned Centrally Scheduled Classrooms, managed by RCS. The more closely aligned the class is with scheduling guidelines (standard meeting patterns, historical enrollment, and balanced offerings), the more likely a Centrally Scheduled Classroom is automatically assigned

## Resolution Weeks: February 6 –17, 2023

Resolution Week appointments are an opportunity to resolve classroom assignment issues, specifically sections requesting Centrally Scheduled Classrooms that were not assigned rooms during the optimization process based on the initial class set-up. In preparation for Resolution Weeks, room assignment results for summer and fall 2023 will be published to UAccess on February 1. Department schedulers can then review room assignments and determine which sections may need additional attention.

### How to Prepare for Resolution Week:

1. Use UAccess Analytics to view/download the Schedule Overview

**Analytics > Dashboards > Student > Catalog and Schedule > Schedule Overview**

2. Isolate sections that were assigned/not assigned Centrally Scheduled Classrooms
3. Review assignments and note necessary changes
4. To make the necessary changes, select one of the available [Resolution Week appointments](#). Once an appointment is selected an RCS team member will be assigned and will send an Outlook meeting invite with the zoom link within 1-2 business days.



Jaclyn Pryor



Angelica Medina



William Graessle



Vicky Polashenski

## Surplus Classroom Equipment Available

As classrooms change configuration and adapt to different layouts, Room and Course Scheduling periodically obtains access to surplus classroom furniture and equipment. [These pieces are available](#) “first come, first serve” and at no charge to academic departments to pick up by December 22 (or sooner if possible). Items available include portable instruction podiums (4) and whiteboard holders (2). Please contact [Jaclyn Pryor](#) with your interest as soon as possible, with scheduled pick up no later than January 6, 2023.

## SCHEDULING TIP

### 100% Engagement Course Attributes Setup Explained

**Engagement** occurs when students translate and apply their learning within and beyond the classroom into transformative experiences and practices that impact their professional and personal lives. Validation of an engagement competency to a student's academic record requires a Class Attribute, which are used to explain something extra about the class in the Schedule of Classes. Engagement Courses specifically utilize the Student Engagement Activity (SEA) and Student Engagement competency (SEC) to signify the specific engagement themes.

Engagement courses may be offered by an academic college or department and the “engaged learning experience” attributes may be assigned at the course or section level. An Engagement Activity and Engagement Competency which does not change from term to term should be listed at the Course Catalog level. Classes that always offer engagement credit but with Engagement Activities and Engagement Competencies that vary from term to term should be listed at the Course Catalog level with TBD Attributes.

Class Attributes pull from the catalog; however, engagement attributes may need adjustment after the class is scheduled. If you have questions about adjusting the Course Attributes, 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: SETTING UP ENGAGEMENT IN THE SOC](#)

[VIEW ALL RCS SCHEDULING TIPS](#)

## STAFF SPOTLIGHT



### Meet Mona Clemensen

**Start Date:** November 2022

**Position:** Academic Record Specialist, Room & Course Scheduling

**Job Duties:** Maintaining room and course requests from department schedulers, as well as resolving scheduling conflicts.

**Favorite Part of the Job:** The opportunity to work in a collaborative environment with other departments.

**Fun Fact:** I recently moved to Tucson, Arizona in August from Minnesota.

## UPCOMING SCHEDULING DATES & DEADLINES

JAN  
16

Open Scheduling Ends — 11:59 p.m. (midnight)

JAN  
17

Closed Scheduling Begins — Section Forms Open

[View All Scheduling Dates & Deadlines](#)



# HAPPY Holidays

WISHING YOU A HAPPY HOLIDAY AND A JOYFUL NEW YEAR.  
BEST WISHES FROM YOUR FRIENDS IN THE



Office of the Registrar

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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.*