



RCS News

Important Updates from Room & Course Scheduling

January 30, 2023, 2:00 p.m.

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ANNOUNCEMENTS

Closed Scheduling & Classroom Optimization

Section Forms Opened January 17 for Summer/Fall 2023

The scheduling cycle has now moved 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.

During Closed Scheduling, RCS beings preparing the Schedule of Classes for publication by cleaning-up data, ensuring sections follow policies, and assigning classroom spaces. Closed Scheduling is the time when changes to class set-up that impact meeting pattern, time, and location, need collaboration with RCS, which is initiated by submitting a Section form. While department schedulers have limited controls and capabilities in UAccess during closed scheduling, they can still manage their Schedule of Classes for items such as instructor assignments, enrollment capacity, and requisites.

Resolution Weeks: February 6 –17, 2023

If your academic unit has requested Centrally Scheduled Classrooms, you are eligible to make a Resolution Week appointment. This is 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 setup. 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

Office of the Registrar Webinar: Centrally Scheduled Classrooms: Support, Partnerships, and the Future

Tuesday, February 14th from 1-2pm

Explore the collaborations of the Classroom Committee and campus partnerships to support the Centrally Scheduled Classroom resources. Learn about the strategic planning of the classroom renovation cycle as well as updates on

recently renovated Centrally Scheduled Classrooms across campus. We will review best practices and highlight several resources available to help with room scheduling and Central Classroom Support service requests. After a presentation from several Classroom Committee campus partners, including Academic Affairs, Classroom Technology Services there will be time for questions.

[REGISTER FOR CLASSROOM OPEN FORUM](#)

If you have a question that you would like to have answered in the session, please email us at registrar@arizona.edu. The recordings and presentation materials will be [available on our website](#) after each session.

SCHEDULING TIP

Updating Instructor Status & Approved Courses

A key task in building the schedule of classes is assigning instructors to each of their classes. To be assigned to a class, the instructor needs to be currently employed, have an active graduate assistantship or have designated campus colleague (DCC) status at the university, and have a recorded list of approved courses to which they can be assigned. This status information is accessed through the Instructor/Advisor Table in UAccess.

If there is a discrepancy in the instructor's status when assigning them to a class, work with your unit's HR coordinator to confirm the instructor's information then update the table. It is considered a 'best practice' to coordinate instructor status information and update the table each semester before assigning courses.

Review the resource guide for instructions to make necessary updates to the Instructor/Advisor Table:

[RESOURCE GUIDE: INSTRUCTOR STATUS & APPROVED COURSES](#)

[VIEW ALL RCS SCHEDULING TIPS](#)

CLASSROOM SPOTLIGHT



Modern Languages 4th Floor: 401, 402, 403

Features: Located on the fourth floor of the Modern Languages building at the heart of campus just off the mall, these rooms feature flexible furniture placement with movable desks and table seating. Enhanced technology and added personal-sized whiteboards increase collaboration. Room lighting has been enhanced to reduce irritation and eye strain.

Capacity: 401 and 403 each have 35 seats; 402 has 38 seats.

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

Feb
6-17

Resolution Week Appointments

March
1

Publication of Summer & Fall 2023 Schedule of Classes

[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.