



RCS News

Important Updates from Room & Course Scheduling

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ANNOUNCEMENTS

Assistant Registrar Room & Course Scheduling

The Office of the Registrar is happy to announce that after a nationwide search, **Jaclyn Pryor** has been appointed as **Assistant Registrar for Room & Course Scheduling**. Jaclyn previously held the position of Central Classroom Scheduling Coordinator in Room & Course Scheduling. She has a passion for ensuring centrally scheduled and collaborative classrooms are in the best shape possible for students and faculty, and brings a strong background in how the Schedule of Classes is built and maintained at the University. Jaclyn's first day in her new role was July 18, 2022. Please join us in congratulating and supporting Jaclyn in her new role!



Great Opportunity: We're Hiring!

Room & Course Scheduling is in the process of creating two job postings: the first will be for an academic records specialist to assist with maintaining the Schedule of Classes and the second is for a central classroom scheduling coordinator who focuses on classroom support and collaborative learning space assignments. If you know of someone who would be interested in either of these positions, please encourage them to apply. Expect the job postings to be listed in the coming weeks

Last Week for Open Scheduling--Winter 2022 & Spring 2023

July 31st is the last day of Open Scheduling which is the period when department schedulers create classes for the 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 Schedule of Classes without needing to use the Section Form request process for Room & Course Scheduling assistance.

Closed Scheduling--Winter 2022 & Spring 2023

Section Forms Open August 1

During Closed Scheduling, RCS begins 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 Room & Course Scheduling, 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 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, August 19 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 with us. To offer longer virtual appointment times and accommodate your schedules, we have added an extra week to the schedule for meeting times.

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.

Dynamically Dated Classes

Classes that are scheduled with atypical start/end dates that fall outside of standard sessions are considered **Dynamically Dated Classes**. These classes require approval before being scheduled. Once Open Scheduling has closed, department schedulers will be asked to review a report of their department's dynamically dated classes. If there are classes on the Dynamically Dated report during this review that should not be there, let RCS know, and we will move them to the correct session and start/end dates. RCS will then email an updated list of classes for departments to begin the approval process.

SCHEDULING TIP

Flex In-Person Class Setup

You might recall seeing the Flex In-Person scheduling tip from spring 2022, but since it was first published, RCS has received feedback from multiple department schedulers that improvements could be made on the way hybrid classes appear in the Schedule of Classes for their students. We needed an easy-to-understand distinction for when students are expected to meet online synchronously and when they are expected to work outside of scheduled meeting patterns.

This distinction will be accomplished by entering **999-ONLINE** in the Facility ID field along with meeting days/times when a meeting is synchronously online. The student will clearly see that they are meeting at a specific day/time and online.

We will continue to use **999-FLEX** to show students they are expected to complete work outside the other scheduled meeting patterns. We are working with UITS to improve the display of these meeting patterns to students and the public schedule of classes. Thank you for your continued feedback as we work together to support student success by creating a Schedule of Classes that is accurate, accessible and easy to use.

[VIEW THE FLEX IN-PERSON CLASS SETUP RESOURCE GUIDE](#)

[VIEW ALL RCS SCHEDULING TIPS](#)

STAFF SPOTLIGHT



Vicky Polashenski

Academic Records Specialist, Room & Course Scheduling

Start Date

I started with the Office of the Registrar in June 2022.

Job Duties

My work is in our customer service area, with a focus on student worker support and creating and maintaining the Schedule of Classes.

Favorite Part of the Job

Working with a great team and getting to explore the beautiful campus.

Fun Fact

Recently relocating from Pennsylvania, this is my first summer experiencing 100-degree heat and the gorgeous desert sunsets.

UPCOMING SCHEDULING DATES & DEADLINES

JULY
31

Open Scheduling Ends

Department class schedules should be completed by this date. After this date, department schedulers will use a Section Form to request changes, adds, or cancels.

AUG
1

Section Forms for Winter 2022 & Spring 2023 Go Live

Schedule of Classes Clean-Up Begins

Assignment of Centrally Scheduled Classrooms Begins

AUG
19

Resolution Week Appointments Begin (through September 2)

[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.