



## RCS News

Important Updates from Room & Course Scheduling

June 30, 2022, 4:30 p.m.

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### ANNOUNCEMENTS

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#### Open Scheduling Continues

Mark your calendars that July 31 is the Last Day of **Open Scheduling** where department schedulers add, cancel or change classes. During the open scheduling window of May 2nd through July 31st, these tasks are independently completed in [UAccess](#) by the department scheduler. After this period ends, department schedulers need to work directly with Room & Course Scheduling to request most edits to the Schedule of Classes with a Section Form.

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

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#### Room and Course Scheduling Leadership Updates

**Debbie Milora**, previously our Assistant Registrar for Room and Course Scheduling, has taken on a new role as **Assistant Registrar for Administration and Summer/Winter Sessions**. Debbie continues to be the senior administrator for special sessions and now leads our Administration team in daily operations of the department

including monitoring budgets, business affairs, human resources, and facilities. We thank Debbie for all her support with RCS and congratulate her on her new role.

We are in the selection process for an [Assistant Registrar for Room and Course Scheduling](#) and plan to have the position filled in July. Through this transition, [Cori Cashen, Senior Associate Registrar](#) will provide the day-to-day oversight of RCS functions.

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## SCHEDULING TIP

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### Collaborative Learning Spaces

[Collaborative Learning Spaces \(CLS\)](#) are reimagined classrooms that support a model of active learning by providing flexible furniture arrangements, multiple screens, tabletop whiteboards, augmented acoustics, and enhanced networks to encourage the use of technology. [Some class sections will naturally benefit](#) from the innovations available in the collaborative learning spaces, while other class sections are best suited for traditional classrooms. As the department scheduler, it is important to know the options available and how to guide faculty in accessing these instructional resources.

Instructors are responsible for submitting and maintaining their applications to qualify for the CLS Preferred Instructor list. During room scheduling, sections requesting a CLS are reviewed to confirm an eligible instructor is listed. Instructors who applied prior to December 2019, should submit a [new application](#) to remain current on the CLS Preferred Instructor List. Contact [Jaclyn Pryor](#) to determine if your instructor is approved.

Please note that a request for a Collaborative Learning Space cannot be guaranteed. There are thirty-six rooms and each semester the demand for a CLS grows. It is best to have a backup, non-prime time meeting pattern ready. If a CLS is not available at the requested time another Centrally Scheduled Classroom will be assigned.

Open scheduling is the ideal time to request a Collaborative Learning Space. Follow the actions outlined below in the [Scheduling a Collaborative Learning Space Resource Guide](#).

[VIEW THE SCHEDULING A CLS RESOURCE GUIDE](#)

[VIEW ALL RCS SCHEDULING TIPS](#)

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## STAFF SPOTLIGHT

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### Cori Cashen

#### Senior Associate Registrar

#### Start Date

I started with the Office of the Registrar in April 2004 and have been working with Room and Course Scheduling since 2019.

#### Job Duties

I oversee several units within the Office of the Registrar which include Academic Catalog & Policy, Systems & Operations, Document Scanning & Archives, and Room & Course Scheduling.

#### Favorite Part of the Job

We have been working hard to improve services within the Room and Course Scheduling unit. Scheduling classes can be complicated and I am passionate about improving that process for our department schedulers who are the backbone of the Schedule of Classes. The ultimate goal is creating a Schedule of Classes that meets the needs of our student population while at the same time provides the best possible classroom space for both faculty and students. We're all working together to make that happen.

#### Fun Fact

I adore this university and Tucson. My grandmother and her sister attended the University of Arizona in the 1930s.

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## UPCOMING SCHEDULING DATES & DEADLINES

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JULY  
1

Deadline to submit **Priority Scheduling** requests and **Common Final Exam** requests

- Forms due for Winter 2022 and Spring 2023

JULY  
31

**Open Scheduling Ends**

AUG  
1

## **Section Forms for Winter 2022/Spring 2023 Go Live**

- Schedule of Classes Clean-Up Begins
- Assignment of Centrally Scheduled Classrooms Begins

**[View All Scheduling Dates & Deadlines](#)**

**[VIEW PAST ISSUES OF RCS NEWS](#)**

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