THE UNIVERSITY OF ARIZONA

Office of the Registrar

RCS News
Important Updates from Room & Course Scheduling

IN THIS ISSUE

- **ANNOUNCEMENTS**
  - Halfway There! Winter 2024 & Spring 2025 Open Scheduling Continues
  - We Have a Question: Check Your In-Box for Schedule of Classes Management Emails
  - Planning for Fall 2024 Room Swaps & Room Releases Based on No or Low Enrollment
- **SCHEDULING TIP:** Priority Scheduling Request and Review Process
- **CLASSROOM SPOTLIGHT:** Ina E. Gittings (GITT) 201
- **UPCOMING SCHEDULING DATES & DEADLINES**

ANNOUNCEMENTS

Halfway There! Winter 2024 & Spring 2025 Open Scheduling Continues

Mark your calendars that July 31 is the last day of Open Scheduling, where department schedulers may add, change, or cancel class sections independently in UAccess. After Open Scheduling ends, department schedulers need to use a **Section Form** and work directly with Room and Course Scheduling to request most edits to the Schedule of Classes.

Prior to July 31, department schedulers should take action to make changes to:

- Meeting patterns: Update days and times
- Facility ID: Enter specific Department Facility ID – Departmentally Scheduled Classroom (999-TBA if unknown) or 999-RMRQST– Centrally Scheduled Classroom
- Room characteristics: Indicate according to Facility ID listed above; 31 – Departmentally Scheduled Classroom, or 32 – **Centrally Scheduled Classroom** (also add 35 – for **Collaborative Learning Space requests**)
- Requested Room Capacity & Enrollment Capacity: Update based on historical enrollments.
- Ensure sections being taught simultaneously are **set up as combined** in the Schedule of Classes.

Not completing the above items hinders a classroom from being assigned during classroom optimization. Review more

important **RCS Dates and Deadlines**.

We Have a Question: Check Your Inbox for Schedule of Classes Management Email

As Winter 2024 and Spring 2025 Open Scheduling continues, departments can expect to receive email notifications from the RCS team alerting them to key areas that need attention in their submissions to the Schedule of Classes:

- **Contact minute** non-compliance
- Incomplete meeting patterns
- Class Start and End Dates
- Department Scheduled Classroom Needed (999-TBA)
- Missing **Instructors**

By reviewing the data entered throughout the Open Scheduling window, we can proactively work with department schedulers to ensure the necessary adjustments are made in a timely fashion. The RCS team will continue contacting departments to identify and resolve inaccuracies found in the preliminary review to help our department partners create an accurate publication of the Schedule of Classes on October 1, 2024.

Planning for Fall 2024 Room Swaps & Room Releases Based on No or Low Enrollment

Starting August 1, 2024, if a class section assigned to a **Centrally Scheduled Classroom** has fewer students enrolled than anticipated, the section may be moved to a smaller classroom better suited to the level of enrollment. The swap to a smaller room may occur if the enrollment is less than 70% of the room capacity. By reviewing real-time student enrollment and making timely adjustments based on actual space needs, RCS can more efficiently use the centrally scheduled classrooms.

Classes that have no students enrolled by August 1, 2024, and are assigned a centrally scheduled classroom, will have that room released, and the Class Status will be changed to "Canceled". At this time, departments can choose to cancel sections that have no enrollment by using a **Section Form.** Please refer to the **Section Form Success** resource guide for additional guidance and best practices.

The RCS team will begin communications with department schedulers as early as July 1 to discuss class sections identified for potential room swaps or releases based on projected enrollment. At that time, RCS requests department schedulers share any rationale that should be considered before making room assignment changes on August 1. For more information on the policy, and other policy updates for this cycle of open scheduling, please **revisit the recording** and deck presented at the **Open Scheduling Winter 2024 and Spring 2025 Kickoff Webinar**.

SCHEDULING TIP

Priority Scheduling Request & Review Process

Specific criteria determine qualifications for priority scheduling, such as an instructor with a disability or departmental financial support for classroom equipment or renovation. Many departments can submit a Priority Scheduling Request based on the four outlined criteria:

CRITERIA 1

The department has provided financial support for a centrally scheduled classroom(s) i.e. equipment or renovation.

CRITERIA 2

A class requires equipment that is not available in any other centrally-scheduled classroom, or there are equipment travel restrictions for back-to-back classes.

CRITERIA 3

The department has a class that needs to use equipment that is not available in any other centrally-scheduled classroom, or there are equipment travel restrictions for back-to-back classes.

CRITERIA 4

The department has hybrid course(s) that would efficiently use a centrally scheduled classroom. Note: A hybrid class has an online meeting pattern and an in-person meeting pattern.

Although not all departments meet criteria 1 or 2, many have instructors who meet criteria 3. Please communicate with these instructors and submit a **Priority Scheduling Request** for those who might benefit from specifying their classroom or building.

Departments that submit priority scheduling requests may be asked to schedule a quick one-on-one meeting with an RCS team member to review the requests. These collaborative meetings help confirm the accuracy of class setup data in UAccess. **In early July, RCS will email department schedulers who have submitted requests to set up appointments, as needed.**

As a reminder, July 1 is the last day for departments to request priority scheduling. If the request is approved, the Facility ID is assigned to the section before room optimization. Class sections should still be entered during Open Scheduling, with the application considered a supplement to the information supplied in the Schedule of Classes in UAccess.

To request priority scheduling, please complete the **Priority Scheduling Request**. A new request is needed for each open scheduling cycle. Please work with your Department Head to review the priority request before submitting the form. For questions about the criteria or special circumstances that could require priority scheduling, 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: PRIORITY SCHEDULING REQUESTS

VIEW ALL RCS SCHEDULING TIPS

CLASSROOM SPOTLIGHT
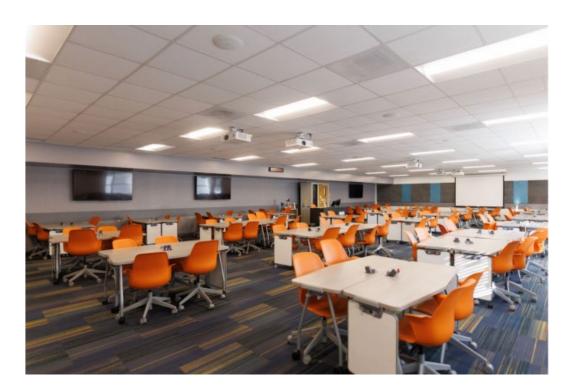
Ina E. Gittings Building—GITT 201

Capacity: 132

Features: Located on the east end of the mall, south of the softball stadium, **GITT 201** is a large, **Collaborative Learning Space** with movable table seating which offers flexible configuration, ideal for group work. GITT 201 has a full suite of equipment including enhanced projectors offering dual image display and added personal-sized whiteboards to increase collaboration.

Some class sections will naturally benefit from the innovations available in the Collaborative Learning Space (CLS) classrooms, while other class sections are best suited for traditional classrooms. It is helpful for department schedulers to know available options and how to guide faculty in accessing these instructional resources.

UPCOMING SCHEDULING DATES & DEADLINES

JULY

1

Priority Scheduling, Collaborative Learning Space, and Common Final Exam Requests Due for Winter 2024 & Spring 2025

Priority Scheduling Resolution Period for Winter 2024 & Spring 2025

View All Scheduling Dates & Deadlines

VIEW PAST ISSUES OF RCS NEWS

JOIN THE RCS NEWS MAILING LIST

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.