



## RCS News

Important Updates from Room & Course Scheduling

March 28, 2023, 11:00 a.m.

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### ANNOUNCEMENTS

#### Class Status: Tentative Section

As Room & Course Scheduling staff continue revising the Summer & Fall 2023 Schedule of Classes, we remind you that classes missing important data are set in Class Status as tentative and will not appear in the published Schedule of Classes until the class setup is complete.

Missing data that will trigger a tentative status include:

- No room assignment
- Incomplete meeting pattern
- Contact minute noncompliance
- Unapproved DYN or Live Online
- Courses missing a required component

To prevent the complications that come with changing student schedules after enrollment,

sections marked tentative, are not published in the Schedule of Classes, are not searchable, and enrollment is prevented. RCS staff will contact the department scheduler through email to address necessary changes and once corrected, the class status will be updated to open.

## Making Changes During Closed Scheduling

During Closed Scheduling, RCS prepares 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.

## Save the Date: Open Scheduling Kickoff Webinar

***April 18, 2023, 1—2 p.m.***

Join the RCS team on Tuesday, April 18, from 1-2 p.m. to learn what's new for the winter 2023 and spring 2024 open scheduling cycle. Bring your questions or submit in advance to **[rcshelp@arizona.edu](mailto:rcshelp@arizona.edu)**.

REGISTER FOR OPEN SCHEDULING WEBINAR

## The Commons & Chemistry Building Grand Opening

It's been two years in the making, and now the wait is over! The Commons and Chemistry building is nearly complete and ready to show off new classrooms and redesigned spaces. Join the campus community to celebrate the new space with an open house and tours scheduled for later this April. *Open house date is to be announced.*

The project has improved features at both entrances off the mall and the west side allowing the building to be freely accessible to all. The Chemistry building interior includes a new mezzanine level with elevator access to all floors. Also in Chemistry are five updated Centrally Scheduled CLS Classrooms, three live-stream studios, and additional space dedicated to Gen Ed and Chemistry Faculty offices. The Commons offers three newly added Centrally Scheduled CLS Classrooms including a new, large capacity, fully accessible, "turn-to-collaborate" classroom. Centrally

Scheduled Classroom capacities range from 10-217 seats and will be available for the fall 2023 term.

## SCHEDULING TIP

### Updating and Adding Instructors

Now that spring 2023 grading has begun for 7W1 courses, with the rest soon to come, please ensure instructors are added with the necessary post/grade access to fulfill current and future grading requirements. This is also the ideal time to update the Instructor/Advisor Table for your academic unit, especially with the spring and winter 2024 term rolls just around the corner.

Keeping instructor information current assists in a clean roll of information from one term to the next and prevents inactive instructors from being assigned to teach a class or receiving FERPA training notifications. **Please make your Instructor/Advisor Table updates prior to the term roll on April 24, 2023.**

Refresh your understanding of these class features with the Resource Guide on Maintaining the Instructor Table.

[RESOURCE GUIDE: MAINTAINING THE INSTRUCTOR TABLE](#)

[VIEW ALL RCS SCHEDULING TIPS](#)

## STUDENT SPOTLIGHT

### Lize Garcia

**Start Date:** 1/28/2022

**Major:** Criminal Justice with a minor in Criminology

**Job Duties:** Working with the department to update and maintain the Schedule of Classes and process events to provide excellent customer service.

**Favorite Part of the Job:** Being able to collaborate with the team on ongoing projects.

**Fun Fact:** I enjoy being able to travel and try new food. My recent favorites include a trip to Miami, FL, and Mexican food.



## UPCOMING SCHEDULING DATES & DEADLINES

April  
18

**Open Scheduling Kickoff Webinar**

May  
1

**Open Scheduling Begins for Winter 2023 & Spring 2024**

[View All Scheduling Dates & Deadlines](#)

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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.*

