



RCS News

Important Updates from Room & Course Scheduling

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ANNOUNCEMENTS

Enhanced Compliance Communications

As Summer and Fall 2023 Open Scheduling continues, departments can expect to receive email notifications from the RCS team alerting them to areas in their submissions to the Schedule of Classes that need attention, such as contact minute non-compliance or incomplete meeting patterns. By reviewing the data entered throughout the Summer and Fall 2023 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 March 1, 2023.

Open Scheduling Summer & Fall 2023 — Halfway There!

October 4, 2022—January 16, 2023

Open Scheduling for the summer and fall 2023 terms has reached the halfway point. The RCS team encourages completing your department's scheduling before winter closure to avoid the busy, pre-semester rush. Open

Scheduling is the start of the scheduling cycle when department schedulers input the classes offered in that term, including specific details such as instructor assignment, modality, meeting pattern, and room characteristics.

Open scheduling comes with heightened privileges in UAccess Student that allow department schedulers the ability to create and adjust their department's class schedule without needing to use the Section Form request process for Room & Course Scheduling assistance. The [RCS Resource Guide](#) page has a collection of previous scheduling tips to guide department schedulers through common scheduling scenarios.

After January 16, Open Scheduling ends and the cycle moves 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.

Collaborative Learning Space Request & Preferred Instructor Application

Collaborative Learning Spaces (CLSs) are ideal for courses where faculty members have designed curricula using innovative teaching and learning strategies. Collaboration and student engagement are encouraged through room features such as flexible furniture placement, enhanced technology, tabletop whiteboards, additional projectors and video monitors, and ergonomic considerations including lighting that reduces eyestrain and acoustically designed finishes to curb excess noise. Because of their popularity, CLSs are a limited resource, and requests are reviewed and assigned during the classroom optimization process.

Priority for Collaborative Learning Space assignment is given to those instructors on the CLS Preferred Instructor list who have demonstrated intentional planning and course design to support collaborative learning approaches. Interested instructors can submit their course design and curriculum on the [CLS Preferred Instructor Application](#) for CLS consideration for the summer and fall 2023 terms. Preferred Instructor applications should be submitted by December 1, 2022. CLS consideration for the summer and fall 2023 terms, Preferred Instructor applications should be submitted by December 1, 2022.

Surplus Classroom Equipment Available

As classrooms change configuration and adapt to different layouts, Room and Course Scheduling periodically obtains access to surplus classroom furniture and equipment. **These pieces are available** “first come, first serve” and at no charge to academic departments to pick up by December 16 (or sooner if possible). Items available include trapezoid tables (10), rectangle tables (12), portable instruction podiums (4) and whiteboard holders (2). Please contact [Jaclyn Pryor](#) with your interest by December 1, with scheduled pick up no later than December 16.

SCHEDULING TIP

Priority Scheduling

December 1 is the last day for departments to request [**priority scheduling**](#) for a certain class or section. There are specific criteria in place to determine [**qualifications for priority scheduling**](#), such as an instructor with a disability or when the requesting department provided financial support for the equipment or renovation of a centrally scheduled classroom. If the request is approved, the Facility ID is assigned to the section before room optimization. Classes 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 Application**](#) form for each open scheduling cycle. Please note that the application requires the Department Head's approval. If you have questions about the criteria or have other special circumstances that should be considered for 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.

[VIEW PRIORITY SCHEDULING RESOURCE GUIDE](#)

[VIEW ALL RCS SCHEDULING TIPS](#)

STUDENT STAFF SPOTLIGHT



Meet Sarah Tucker

Start Date: January 2022

Major: Undergraduate – Biology

Job Duties: I assist department schedulers to create and adjust class sections on the Schedule of Classes. I assist the campus community with event requests, and I also help with answering phone calls and emails.

Favorite Part of the Job: Feeling a sense of belonging and liking the people I work with.

Fun Fact: I have always wanted to go sky diving, but I am terrified of heights!

UPCOMING SCHEDULING DATES & DEADLINES

DEC
1

Deadline to submit requests for Summer & Fall 2023 Priority Scheduling, Common Finals, and Collaborative Learning Space (CLS)

JAN
16

Open Scheduling Ends — 11:59 p.m. (midnight)

JAN
17

Closed Scheduling Begins — Section Forms Open

[**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.