



RCS News

Important Updates from Room & Course Scheduling

October 27, 2022, 4:00 p.m.

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ANNOUNCEMENTS

Open Scheduling Summer & Fall 2023

October 4, 2022—January 16, 2023

Open Scheduling for the summer and fall 2023 terms is now active! 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 preference.

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 open scheduling period lasts 12–13 weeks and occurs twice per year: April—July for winter/spring open scheduling, and October—January for summer/fall open scheduling. The [RCS Resource Guide](#) page has a collection of previous scheduling tips to guide department schedulers through common scheduling scenarios.

To brush up on scheduling skills and best practices, review the recording and presentation materials from the recent [Summer & Fall 2023 Open Scheduling webinar](#).

Mutually Exclusive and Course Equivalency Attribute Updates

The Schedule of Classes will no longer display the Course Attributes of 'mutually exclusive' and 'course equivalency.' The goal of the Course Attributes section is to highlight information to help students make enrollment decisions, and by removing these attributes, the student can focus on the information they need.

The Enrollment Requirements section is where mutually exclusive courses include specific anti-requisites. For example, it will be noted that students cannot enroll in Course A if they have previously taken the mutually exclusive Course B. This information will continue to display in the published Schedule of Classes.

SCHEDULING TIP

Section Form Success

Section Forms are a tool used to communicate necessary adds, changes, and cancellations to the Schedule of Classes *during closed scheduling*. The RCS team has compiled some helpful recommendations (pay close attention to steps 9–13 on the Resource Guide) to ensure the section form includes the necessary information to efficiently process forms in the order they are received.

Section Forms are available for any given term while the term is actively progressing as well as for the upcoming term after the optimization process is completed. Currently, Section Forms for the fall 2022, winter 2022, and spring 2023 terms are available.

[VIEW SECTION FORM SUCCESS RESOURCE GUIDE](#)

[VIEW ALL RCS SCHEDULING TIPS](#)

STUDENT STAFF SPOTLIGHT



Meet Sabrina Tomaine

Start Date: October 2021

Major: Undergraduate – Criminal Justice Studies and Psychology minor

Job Duties: I work in the customer service area, focusing on the schedule of classes and providing support on events.

Favorite Part of the Job: Working together and driving the golf cart.

Fun Fact: I love to travel. I recently visited Rosarito, Baja California.

UPCOMING SCHEDULING DATES & DEADLINES

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

[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.