



## RCS News

Important Updates from Room & Course Scheduling

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### ANNOUNCEMENTS

#### We're Hiring! Central Classroom Coordinator

As a member of the Office of the Registrar, Room & Course Scheduling team, the [Central Classroom Services Coordinator](#) provides service and support for Centrally Scheduled Classrooms. The coordinator will work with campus partners to resolve non-technical issues in the classrooms and act as a single point of contact for academic units and faculty who need assistance with a classroom. This position will also support the Office of Academic Affairs and the Collaborative Learning Spaces.

#### Save the Date: Open Scheduling Kick-Off Webinar

Join the RCS team on **Monday, October 17, from 1-2 p.m.** to learn about what's new for the Summer 2023 and Fall 2023 open scheduling cycle. Plus, the session will include time for Questions and Answers.

[REGISTER HERE: OPEN SCHEDULING WEBINAR](#)

## Adjustments Moving Forward—Course Status Tentative

### *September 30th—Last Business Day Prior to Schedule of Classes Publication on October 1st.*

As Room & Course Scheduling staff prepare for the publication of the Spring 2023 Schedule of Classes, a new feature is being introduced to increase accuracy and efficiency of scheduled classes. Classes missing important data will now be flagged 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 minutes-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To prevent the complications that come with changing student schedules after enrollment, sections marked **tentative**, do not publish in the Schedule of Classes, are not searchable, and enrollment is prevented.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**.

## How to Set Up an Honors Section During Closed Scheduling

### **During Closed Scheduling**

To set up an honors section during closed scheduling, submit a Section Add Form to Room and Course Scheduling through the online **Schedule of Classes Request Form**. Mark the check box on the form for **Honors**. Next, add a comment in the Additional Comments field at the bottom of the form that you wish to create an honors section for the course. If you wish to combine the honors section with a non-honors section to inherit the same meeting pattern and instructor, please add this in the Additional Comments field as well. Room and Course Scheduling will process the request and send confirmation once the honors section has been added.

### **During Open Scheduling**

When setting up an honors section for the upcoming Summer 2023 and Fall 2023 terms, please refer to the resource guide, **Setting Up an Honors Section**, for instruction on using UAccess during open scheduling.

## SCHEDULING TIP

### Requirement Group Guide: Catalog and Section Levels

**Requirement groups** are logic sets created in UAccess to restrict enrollment in classes. These requirements can

include prerequisite courses, specific majors, student groups, colleges, Freshman/Sophomore/Junior/Senior status, test scores, etc. Depending on the need, [requirement groups](#) can be set at the [catalog level](#) or the [section level](#), and they will perform differently based on their implementation.

A requirement group is set at the [catalog level](#) when enrollment needs to be restricted for all sections of a course, regardless of term or instructor. When only specific sections have restrictions on enrollment, a requirement group is set at the [section level](#). Whether listed at the catalog or section level, the requirement group will display to students in the Class Search.

The four most utilized requirement groups are Global Direct, Honors, UA ONLINE, and Distance. The entire listing of existing requirement groups is visible by selecting the spyglass in Adjust Class Association tile within Class Requisites tab. Departments may request the creation of new section level requirement groups by contacting the Office of the Registrar Academic Catalog and Policy unit at [catalog@arizona.edu](mailto:catalog@arizona.edu). New [catalog level](#) requirement groups can be created using approved course modification requests in UAccess.

[VIEW REQUIREMENT GROUPS EXPLAINED RESOURCE GUIDE](#)

[VIEW ALL RCS SCHEDULING TIPS](#)

**CLASSROOM SPOTLIGHT**



## Electrical and Computer Engineering (ECE) 258

The most recent addition to the Centrally Scheduled Classroom roster has also been newly renovated to a **Collaborative Learning Space Classroom**.

**Features:** Reoriented 180° to accommodate a more flexible and accessible seating arrangement, ECE 258 is one of the newest rooms to join the Collaborative Learning Space Classroom list.

Located on the south side of Speedway Blvd, the Electrical and Computer Engineering (ECE) building is accessible from Second St. via Palm Dr. This room features acoustically designed carpeting and wall treatments along with flexible furniture placement with adjustable height swivel chairs. Room lighting has been enhanced to reduce irritation and eye strain.

**Capacity:** 20 student stations are included in this CLS classroom.

**Some class sections will naturally benefit** from the innovations available in the CLS classrooms, while other class sections are best suited for traditional classrooms. As the department scheduler, it is helpful to know the options available and how to guide faculty in accessing these instructional resources.

## UPCOMING SCHEDULING DATES & DEADLINES

SEP  
26

### Term Roll

Summer 2023 & Fall 2023

OCT  
1

### Winter 2022 & Spring 2023 Schedule of Classes Goes Live

OCT  
4

### Open Scheduling for Summer 2023 & Fall 2023 Begins

OCT  
17

### Open Scheduling Kick Off Webinar Summer 2023 & Fall 2023

[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.*