



RCS News

Important Updates from Room & Course Scheduling

IN THIS ISSUE

MANAGING THE SCHEDULE OF CLASSES

- International Direct Transition into Arizona Online, Effective Spring 2025
- Preparation for the October 1 Publication of the Winter 2024 & Spring 2025 Schedule of Classes
- Avoid 'Class Status: Tentative' and Unpublished Sections
- Unused Class Sections to be Removed Before Fall 2025 Term Roll
- Summer & Fall 2025 Open Scheduling Begins October 7

UPCOMING TRAINING & EVENTS

- Requesting Administrative and Academic Related Events
- Register Now: Open Scheduling for Summer & Fall 2025 Kickoff Webinar
- Central Classroom Support Service

THANK YOU

- Back-to-School Classroom Technology Demonstrations
- Another Successful Round of Resolution Week Appointments

SCHEDULING TIP: Updating Instructor Status and Approved Courses

STAFF SPOTLIGHT: Ana Figueroa

UPCOMING SCHEDULING DATES & DEADLINES

MANAGING THE SCHEDULE OF CLASSES

International Direct Transition into Arizona Online: Effective Spring 2025

Recently shared with academic leadership by Arizona Online and Arizona International, the International Direct (GLBD) campus will be merged into Arizona Online effective for Spring 2025 and International Direct will no longer be a separate academic offering (GLBD UAccess campus). As anticipated, this transition will require coordination across campus with Arizona International, Arizona Online, Admissions, Advising, Bursar, Curricular Affairs, Enrollment Management, Graduate College, UITS, and the Office of the Registrar. The project team will manage the transition with communication with students, updating academic records and plans, degree search, decommissioning systems set up for International Direct, and the Schedule of Classes.

The RCS team is working directly with the UITS team to implement a mass update of removing GLBD sections from future terms; effective Spring 2025. The RCS team will take the lead on removing the old class sections from the Schedule of Classes. **For any outstanding class sections request add forms there is no need to request the GLBD section for spring term;** this is particularly common with historically combined class sections (101/201/401). Once the project is complete the GLBD campus option will be removed from UAccess which will prevent these requests from being processed in the future.

Preparation for the Winter 2024 & Spring 2025 Schedule of Classes Publication, Oct 1

"Go-Live": October 1, 2024

With Resolution Weeks nearing an end, the priority for processing changes to the Schedule of Classes will shift to winter 24 and spring 25 requests submitted through Section Forms. The RCS team is busy cleaning-up data, ensuring sections follow policies, and assigning classroom spaces. During closed scheduling department schedulers are permitted to make changes in UAccess to instructor assignments, enrollment capacity (keep in mind the capacity of the facility ID), and requisites. However, a **Section Form** is

needed to make changes to the class set-up that impact meeting pattern, time, and location. Check out our [Section Form Resource Guide](#) for guidance and best practices for submitting forms.

Please do not delay in making your department changes either through UAccess or with a Section Form!

We depend on the department schedulers to submit changes as soon as possible so that we stay on schedule for the October 1 publication of the Schedule of Classes and the opening of student shopping carts.

Avoid 'Class Status: Tentative' and Unpublished Sections in Spring 2025 Schedule of Classes

As we approach publication, remember that a **class setup is not complete if certain essential data fields are left empty**. Class sections with the class setup left incomplete will be marked with a class status of tentative and will not appear within the published Schedule of Classes.

For any class section with an incomplete setup the RCS team will change the class status to Tentative at the end of resolution week appointments on 9/13/24.

Missing data that triggers a **Tentative** status includes:

- **No room assignment**
- **Incomplete meeting pattern**
- **Contact minute non-compliance**
- **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 department schedulers through email to identify class sections missing essential data and have set the necessary class sections to **Class Status: Tentative**. Once corrections are made, the class status will be updated to **Active**, and the class section will be open for view in the Schedule of Classes.

Unused Class Sections to be Removed Before Fall 2025 Term Roll

As program offerings continue to expand, there is a need to reduce the surplus of unused class sections and class numbers that are rolled from term to term (i.e. term roll). Canceling sections that have no enrollment history for the past five like terms (e.g., Fall 2024, Fall 2023, Fall 2022, Fall 2021, Fall 2020) will prevent overlap in the class numbering system and avoid enrollment errors. The RCS team is currently communicating with department schedulers to cancel these sections before the term roll on September 30. Canceled sections, including many independent study (IND) sections, can be rescheduled for enrollment, if necessary. Please contact rcshelp@arizona.edu with any questions.

Summer & Fall 2025 Open Scheduling Begins Oct 7, 2024

Summer & Fall 2025 Open Scheduling in UAccess begins on **October 7 and continues through January 15**. The terms will "roll over" from Summer and Fall 2024 to create the Summer and Fall 2025 terms on September 30. Open Scheduling is the first opportunity for department schedulers to add, change, or cancel class sections to be delivered differently than in the past.

UPCOMING TRAININGS & EVENTS

Requesting Space for Academic-Related and Administrative Department Events

Departments and academic units can request classroom space to hold academic or administrative meetings and events. Because class sections assigned to Centrally Scheduled Classrooms can still be adjusted and moved within the first couple of weeks of the term, the RCS team cannot assign space for meetings and events requested during the academic day (M-F, 8 a.m.-5 p.m.) until after all class section room swaps are made after the first two weeks of the term. We appreciate your patience as we process room requests over the next weeks!

If there is a need for an academic-related or administrative department event please use the [Ad Astra Event request form](#), at least 2 weeks before the event start date.

- **Academic-related events** might include optional exam review sessions, office hours, and instructional staff class preparations. **Academic-related events should not include required class content or curriculum.**
- **Administrative department events** might include faculty meetings, program planning workshops, and guest lectures.

Requests are currently being accepted for the fall 2024 term; spring 2025 term event requests will open on October 18, 2024. If you or someone in your department needs an Ad Astra profile, please email rcshelp@arizona.edu to request the necessary login credentials.

Register Now: Open Scheduling for Summer & Fall 2025 Kickoff Webinar

September 24, 2024, 1—2 p.m.

Join the RCS team on Tuesday, September 24, from 1-2 p.m. to learn what's new for the summer and fall 2025 open scheduling cycle. Bring your questions or submit them in advance to rcshelp@arizona.edu.

OPEN SCHEDULING WEBINAR REGISTRATION

Central Classroom Support Service

If any issues arise while using Centrally Scheduled Classrooms—such as technology malfunctions, heating or cooling problems, furniture concerns, cleanliness, or locked rooms—please report them to the Central Classroom Support service line.



The support number is posted in each classroom and by using it, you help streamline the support response and ensure a smooth teaching environment. We encourage you to share this information with your department to keep everyone informed and prepared!

THANK YOU & ACKNOWLEDGEMENTS

Back-to-School Classroom Technology Demonstrations

Thank you for promoting the back-to-school classroom technology demonstrations to your academic units. We have received positive feedback and look forward to making these demonstrations a regularly scheduled event for instructors and department schedulers at the start of each term.

Even with the semester in full swing, the Classroom Technology Services team encourages instructors to schedule a personalized, one-on-one demonstration in any

[Centrally Scheduled Classroom](#) to get familiar with the technology and equipment. To arrange a demo, [email Classroom Technology Services](#) or call 520-621-3852.

Another Successful Round of Resolution Week Appointments

Resolution Week appointments are an opportunity to resolve classroom assignment issues, specifically, sections requesting Centrally Scheduled Classrooms that were not assigned rooms during the spring 25 optimization process based on how the class was initially set up. An appointment with RCS staff allows department schedulers an opportunity to collaborate and solve their scheduling issues without the need to submit a Section Form. The RCS team was able to assign over 500 classrooms during the resolution week appointments. With meetings wrapping up, the RCS team will turn their focus to processing Section Forms received in the past two weeks.

SCHEDULING TIP

Updating Instructor Status & Approved Courses

A key task in building the schedule of classes is assigning instructors to each of their classes. To be assigned to a class, the instructor needs to be currently employed, have an active graduate assistantship or have designated campus colleague (DCC) status at the university, and have a recorded list of approved courses to which they can be assigned. This status information is accessed through the Instructor/Advisor Table in UAccess.

If there is a discrepancy in the instructor's status when assigning them to a class, work with your unit's HR coordinator to confirm the instructor's information and then update the table. It is considered a 'best practice' to coordinate instructor status information and update the table each semester before assigning courses.

Managing the Instructor/Advisor Table supports the accurate and timely assignment of instructional staff for class sections. Department schedulers have access to update and modify the Instructor/Advisor Table year-round as well as update the Schedule of

Classes with any necessary changes to assigned instructors. Our goal is to ensure an instructor assignment in the Schedule of Classes to create transparency for enrolled students related to instructor of record. Additionally, the RCS team appreciates your support in assigning a primary instructor with post access to facilitate timely grade posting at the end of each session.

Review the resource guide for instructions to make necessary updates to the Instructor/Advisor Table:

[RESOURCE GUIDE: INSTRUCTOR STATUS & APPROVED COURSES](#)

[VIEW ALL RCS SCHEDULING TIPS](#)

STAFF SPOTLIGHT

Ana Figueroa

Start Date: August 2024

Position: Academic Records Specialist,
Room and Course Scheduling

Job Duties: Assist student workers with section form requests and provide overall support to the Room and Course Scheduling team. Other responsibilities include maintaining the Schedule of Classes with a focus on finding classroom solutions for departments.



Favorite Part of the Job: The challenge it gives me to problem solve! I also love meeting department administrators who work hard to make sure classes are ready to go for students.

Fun Fact: I love to shop for clothes, jewelry, and home goods. One of my favorite stores is Hobby Lobby.

UPCOMING SCHEDULING DATES & DEADLINES

SEPTEMBER

24

Open Scheduling Summer & Fall 2025 Kickoff Webinar

OCTOBER

1

Winter 2024 & Spring 2025 Schedule of Classes goes live

OCTOBER

7

First Day of Open Scheduling Summer & Fall 2025

[**View All Scheduling Dates & Deadlines**](#)

[VIEW PAST COPIES OF RCS NEWS](#)

[JOIN THE RCS NEWS MAILING LIST](#)

You are receiving this email from the **RCS News** mailing list.

[Unsubscribe](#)[Manage](#) [Preferences](#)[Privacy Statement](#) Student Services, 1401 E University Blvd., Tucson, AZ

85719, USA

© Copyright 2024 The University of Arizona. All rights reserved.

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.