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THE UNIVERSITY OF ARIZONA



Office of the Registrar

RCS News

Important Updates from Room & Course Scheduling

April 2025

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ANNOUNCEMENTS

Spring 2025 Common and Standard Final Exam Classrooms Assigned

The process of spring 2025 final exam room assignment is completed for both common finals and standard final exams. Common final exam room assignment confirmations were sent to department schedulers a few weeks ago. The classroom assignment process for standard final exams is an automated process run through Ad Astra Schedule based on the Schedule of Classes room assignment and the corresponding [Spring 2025 Final Exam Schedule](#). Room assignments are typically given to the primary section assigned to a room, however, with non-standard meeting patterns, there are occasions when sections are left unassigned or room conflicts occur. Our team has reached out to department schedulers in these instances. Please review the list of your department's final exams and let us know as soon as possible if any class sections need a room assignment.

Winter 2025 & Spring 2026 Open Scheduling Begins May 5

Open Scheduling in UAccess begins on **May 5 and continues through July 31**. The terms will "roll over" from winter 2024 and spring 2025 to create the winter 2025 and spring 2026 terms. Open scheduling is the first opportunity for department schedulers to add, change, or cancel class sections to be delivered differently than in the past.

Open Scheduling Winter 2025 & Spring 2026 Kickoff Webinar

May 6, 2025, 1-2 p.m.

Join the RCS team on Tuesday, May 6, from 1-2 p.m. to learn what's new for the winter 2025 and spring 2026 open scheduling cycle. Bring your questions or submit them in advance to rcshelp@arizona.edu.

The Open Scheduling Kickoff Webinars are designed to offer current updates, procedure changes, and to field questions from our department scheduling partners. These webinars are designed to work together with the [UAccess Student: Managing the Schedule of Classes training](#) (offered in Edge Learning) to develop the skills and knowledge needed to successfully create the Schedule of Classes.

REGISTER FOR THE WEBINAR

MANAGING THE SCHEDULE OF CLASSES

Managing the Schedule of Classes During Closed Scheduling

Closed scheduling is currently underway for summer and fall 2025 terms. Changes may be requested via a [Section Form](#). Throughout the closed scheduling period, the RCS team strives to efficiently process Section Forms and support departments in reviewing class set-up needs in order that they are received in tandem with our other time-based term processes. As a reminder, now that enrollment has begun, changes to classrooms, class start and end dates, class times, meeting patterns, and instructors will trigger an automated email to enrolled students and assigned instructors alerting them of the changes.

Unused Class Sections to be Removed Before Spring 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 or carried over from term to term (i.e. term roll). Canceling sections that have no enrollment history for the past five like terms (e.g., spring 2025, spring 2024, spring 2023, spring 2022, spring 2021) 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 April 28. Canceled sections, including many independent study (IND) sections, can be rescheduled for enrollment, if necessary. Please contact rcshelp@arizona.edu with any questions.

SCHEDULING TIP

Managing the Instructor Table for Timely Grade Posting

Assigning instructors is a key step in building the Schedule of Classes and helps to lay the foundation for correctly setting up class sections in UAccess. Recently, the Office of the Registrar hosted a webinar, [All About Grades](#), that explored the lifecycle of grades, from catalog to transcript, and highlighted how correct class setup in the Schedule of Classes impacts timely grade posting.

To be assigned to a class and to submit grades, instructors must be currently employed by the university, hold an active graduate assistantship, or have designated campus colleague (DCC) status. Additionally, they must have approved courses listed in the Instructor/Advisor Table in UAccess. Department schedulers can update the table year-round and make necessary changes to instructor assignments in the Schedule of Classes.

Review these important components of **Instructor Table** management:

Review and update instructor status each semester before assigning courses. Department schedulers can update the Instructor/Advisor Table and Schedule of Classes year-round to ensure transparency for students. 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.

Ensure accurate instructor assignments by listing personnel with their specific **Instructor Role** (Primary Instructor, Department Administrator, Secondary Instructor, Teaching Assistant).

Set the appropriate access. Instructors listed with **Post** access can enter grades and push the grades to the student's record. Instructors with **Grade** access can only enter grades. It is the department's responsibility to ensure that each class has a Primary Instructor with Post access to enable timely grade posting. The RCS team monitors this as a safeguard, but departments are expected to manage access proactively.

For class sections with **multiple meeting patterns** (e.g., "1 of 2" or more in UAccess), a **Primary Instructor with post access needs to be assigned to each pattern**, especially for Hybrid (HY) instruction mode.

A well-managed Instructor/Advisor Table supports the accurate and timely assignment of instructional staff for class sections. Having the table updated provides students transparent access to class details when registering for classes and helps to avert delays in posting final grades as the primary instructor of record has already been assigned grade posting access for that class.

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

[VIEW ALL RCS SCHEDULING TIPS](#)

STUDENT SPOTLIGHT

Damian Soria

Start Date: April 2023

Major/Year: Accounting, Senior

Job Duties: Processing forms to support the management of the Schedule of Classes and performing classroom support duties.



Favorite Part of the Job: My favorite part of working at RCS is doing classroom support duties. I enjoy classroom support because I get to be physical at work, and I gain knowledge about the campus that I can use outside of work. There have been multiple cases where a friend or stranger has asked me where a building was, and I was able to help them only because of the work I have done during classroom support. Classroom support duties are not only my favorite part of

working at RCS, but have also been the most useful outside of work.

Fun Fact: I enjoy hiking and recently did the Seven Falls hike this past winter, as well as a hike in Flagstaff as a part of my yearly trip with my partner.

UPCOMING SCHEDULING DATES & DEADLINES

May
5

Open Scheduling Begins — Winter 2025 & Spring 2026

MAY
6

Open Scheduling for Winter 2025 & Spring 2026 Kickoff Webinar

[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. The university strives to build sustainable relationships with sovereign Native Nations and Indigenous communities through education offerings, partnerships, and community service.