

THE UNIVERSITY OF ARIZONA



Office of the Registrar

RCS News

Important Updates from Room & Course Scheduling
August 2025

IN THIS ISSUE

ANNOUNCEMENTS

- Back to school classroom technology demonstrations, August 20 & 21
- Register now: Open Scheduling for Summer & Fall 2026 Kickoff Webinar

MANAGING THE SCHEDULE OF CLASSES

- What we've been talking about: RCS Reimagine office hours recap
- Closed Scheduling & classroom optimization, Winter 2025 & Spring 2026
- Schedule a Spring 2025 Resolution Week appointment, September 2-12

SCHEDULING TIP: Updating instructor status and approved courses

STAFF SPOTLIGHT: Nancy Malmquist

UPCOMING SCHEDULING DATES & DEADLINES

ANNOUNCEMENTS

Back-to-school classroom technology demonstrations,
August 20 & 21

The [Campus Technology Services \(CTS\)](#) is holding classroom technology demonstrations on August 20 & 21 to help instructors get familiar with common instructional space layouts and the classroom technology equipment included in the space. The demonstration sessions are open attendance, and room types repeat, allowing participants to attend several sessions over the two days.

CLASSROOM TECHNOLOGY DEMONSTRATIONS FALL 2025

Wed, Aug 20	Location	Thur, Aug 21	Location
9 a.m.	GITT 129B (large collab)		
10 a.m.	HARV 150 (large lecture)	10 a.m.	HARV 103 (small collab)
11 a.m.	CHEM 205 (mid-size collab)	11 a.m.	SSCI 422 (small CLS with Mersive Technology)

1 p.m.	<u>CMNS 310</u> (mid-size CLS with Mersive Technology)	1 p.m.	<u>SSCI 312</u> (small classroom)
2 p.m.	<u>EDUC 441A</u> (small collab)	2 p.m.	<u>PAS 201</u> (large lecture)

The Classroom Technology Services team also encourages instructors to request one-on-one classroom demonstration for specific [Centrally Scheduled Classrooms](#) before the first day of classes. This can be valuable time spent to make the most of new equipment or collaborative technology. Instructors can [schedule demos via email](#) or by calling 520-621-3852. Please share this information with your department!

Register now: Open Scheduling for Summer & Fall 2026 Kickoff Webinar

October 7, 2025, 1—2 p.m.

Join the RCS team on Tuesday, October 7, from 1-2 p.m. to learn what’s new for the summer and fall 2026 Open Scheduling cycle. See how recent updates from the Reimagine RCS project, like automated data pulls from the catalog, built-in logic, and enhanced control within the UAccess scheduling platform, will improve the Open Scheduling process. 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. Bring your questions or submit them in advance to rcshelp@arizona.edu.

REGISTER FOR THE KICKOFF WEBINAR

MANAGING THE SCHEDULE OF CLASSES

What we've been talking about: RCS Reimagine office hours recap

Thank you to everyone who joined us for RCS Reimagine Office Hours this summer – it was a great success! The RCS team received excellent feedback and appreciated your engagement as we navigated the go-live transition together. Your input has been instrumental in identifying areas for improvement and helping us offer tailored support with the new processes.

Recent topics covered include:

UAccess Navigation: For the best experience, utilize the UA Schedule of Classes landing page for scheduling functions and a curated list of scheduling resources. For additional guidance on navigation best practices, check out the recording of the [RCS Reimagine Webinar](#).

Requirement Groups: Best practices for managing enrollment at the section level is to utilize requirement groups. If no existing Requirement Group fits the section’s enrollment requirements, **departments can submit a request to have a new group created**. Requests should include the new group’s desired

enrollment prerequisites and will be sent to the [Office of Registrar Academic Catalog and Policy unit](#) for review.

Section Request Comments: Once a section request is processed and marked as approved, RCS does not return to review the Section Request, and we are not notified of new request comments being added. **Please do not add any Section Request comments after a Section Request is approved.** Please email rcshelp@arizona.edu to address an approved Section Request, or submit a new Section Request to process any further changes.

Questions and answers will be included on the [Reimagine RCS: Updates to Managing the Schedule of Classes webpage](#).

Look for upcoming RCS Office Hours throughout the fall semester, where you can drop in for one-on-one assistance with navigation, class section setup, and any other questions.

Closed Scheduling & Classroom Optimization, Winter 2025 & Spring 2026

The scheduling cycle for Winter 2025 and Spring 2026 has moved to Closed Scheduling with classroom optimization and bottleneck clean-up now underway. The closer a class setup aligns with scheduling guidelines during classroom optimization — such as standard meeting patterns, historical enrollment, and balanced department offerings—the more likely it is that the class section will be automatically assigned a [Centrally Scheduled Classroom](#).

Classroom assignment optimization is a process within the Ad Astra program that takes class information entered during open scheduling and pairs it with the Centrally Scheduled Classrooms that RCS has in its inventory. To greatly increase the room assignment process, we ask department schedulers to take proactive actions during the open scheduling period to review and confirm essential class set-up data such as:

- **Meeting patterns:** update days and times
- **Facility ID:** enter specific Department Facility ID – **Departmentally Scheduled Classroom** (999-TBA if unknown) or 999-RMRQST– [Centrally Scheduled Classroom](#)
- **Room characteristics:** indicate according to Facility ID listed above; 31 – Departmentally Scheduled Classroom, or 32 – Centrally Scheduled Classroom (also add 35 – for [Collaborative Learning Space requests](#))
- **Requested Room Capacity & Enrollment Capacity:** update based on historical enrollments.
- **Accurate Combined Class Setup:** ensure sections being taught simultaneously are [set up as combined](#) in the Schedule of Classes.

The RCS team is facilitating the optimization process from August 1-22. During this time, most classes are seamlessly assigned to a classroom during the process, but **some classes are not able to be placed due to various reasons:**

**Bottleneck**

When too many sections are attempting to schedule the same-size room with the same meeting pattern.

This is the leading factor in a class not being assigned a room!

**Missing Data**

Leaving off the requested room capacity or a class is missing in a combination.

**Infeasible Request**

This occurs when the requested room capacity does not match the enrollment capacity.

**Invalid Meeting Pattern**

Errors with meeting days and times (e.g., 12 am-12 am) will disqualify.

**Improper Room Characteristic Code**

Every in-person class should be assigned Room Characteristic Codes 31 (DSC) or 32 (CSC). Make sure the code is correct. For a CSC, use Facility ID 999-RMRQST and Room Characteristic Code 32.

Please schedule a Resolution Week appointment to review the situation and decide what adjustments are needed before submitting a section request.

Changes affecting class setup—such as meeting patterns, times, or locations—identified after the Resolution Week period require a [Section Request - Add](#) or [Section Request - Change](#), and collaboration with RCS. The RCS team will continue working with departments to resolve inaccuracies from the preliminary review, ensuring an accurate Schedule of Classes publication on October 1, 2025.

Schedule a Spring 2026 Resolution Week Appointment

September 2-12

Resolution Week appointments are an opportunity to resolve classroom assignment issues, specifically sections requesting Centrally Scheduled Classrooms that were not assigned rooms during the optimization process based on how the class was initially set up. In preparation for Resolution Weeks, **room assignment results for the winter 2025 and spring 2026 terms will be published to UAccess on August 22.** Department

schedulers can then review their room assignments and determine which sections may need additional attention.

We encourage all department schedulers to attend a resolution appointment September 2-12. An appointment with RCS staff allows department schedulers an opportunity to collaborate and solve their scheduling issues. The Winter 2025 and Spring 2026 Section Requests will open at the conclusion of Resolutions Weeks to allow the RCS staff to prioritize support for the scheduled Resolution Week meetings.

How to prepare for Resolution Week:

1. Download Schedule Overview

Starting August 22, 2025, use UAccess Analytics to view/download the Schedule Overview: Analytics > Dashboards > Student > Catalog and Schedule > Schedule Overview

2. Isolate sections that were assigned/not assigned a Centrally Scheduled Classrooms

3. Review assignments and note necessary changes

4. Make an appointment

To make the necessary changes, use the link below to choose one of the available times. Once an appointment is selected, an RCS team member will be assigned and will send an Outlook meeting invite with the Zoom link within 1-2 business days.



Taking your Resolution Week appointments, left to right: Angelica Medina, Vicky Polashenski, Jenna Childers, Jaclyn Pryor.

[SCHEDULE A RESOLUTION APPOINTMENT](#)

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

Nancy Malmquist

Start date: July 2025

Position: Academic Records Specialist, Room and Course Scheduling

Job duties:

As an RCS specialist I help support the scheduling cycle throughout the year. This includes section forms and cleanup reports. I am looking forward to learning more about the different processes and how RCS as a whole works to support the faculty and students throughout the year.



Favorite part of the job: Learning a new database and all the different processes.

Fun fact: I worked at Disney World for seven years, across 3 out of the 4 parks. My last four years were spent at Disney's Animal Kingdom where I educated guests about the animals on the trails. The gorillas were my favorite; I can tell them all apart from the front and from the back. I also have a tattoo of my favorite gorilla, Spike.

UPCOMING SCHEDULING DATES & DEADLINES

August 25	Schedule of Classes open for department scheduler review
Sept 2-12	Resolution Week
Sept 15	Section Requests Open
Oct 1	Winter 2025 & Spring 2026 Schedule of Classes goes live
Oct 7	Open Scheduling for Summer & Fall 2026 Kickoff Webinar

[View All Scheduling Dates & Deadlines](#)

[VIEW PAST ISSUES OF RCS NEWS](#)

[JOIN THE RCS NEWS MAILING LIST](#)

You are receiving this email from the **University of Arizona's** mailing list.

University of Arizona, 1200 E. University Blvd., Tucson, AZ 85721, US
© Copyright 2025 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. The university strives to build sustainable relationships with sovereign Native Nations and Indigenous communities through education offerings, partnerships, and community service.