



RCS News

Important Updates from Room & Course Scheduling

December 2024

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ANNOUNCEMENTS

Central Classroom Support and Reporting Issues

RCS has noted an uptick in the number of classroom support requests received through RCS channels to address classroom usage matters. Please remember that if any issues arise while using **Centrally Scheduled Classrooms** — such as technology malfunctions, heating or cooling problems, furniture concerns, cleanliness, or locked rooms — they should be reported directly to the Central Classroom Support service line, 520-621-3852.

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.



Central Classroom Support

To report any issues with this classroom

520-621-3852

To unlock the door after hours contact Security 520-621-8273

For emergencies dial 911



MANAGING THE SCHEDULE OF CLASSES

Open Scheduling Summer & Fall 2025 — Final Month!

October 7, 2024 — January 15, 2025

Open scheduling for the summer and fall 2025 terms is nearing completion. The RCS team encourages completing your department's scheduling before winter closure to avoid the busy, pre-semester rush. 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 characteristics.

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 [RCS Resource Guide page](#) has a collection of previous scheduling tips to guide department schedulers through common scheduling scenarios.

After January 15, open scheduling ends and the cycle moves to closed scheduling where classroom optimization begins. During classroom optimization, more than half of the main campus class sections are assigned Centrally Scheduled Classrooms, managed by RCS. The more closely aligned the class set-up data is with scheduling guidelines (standard meeting patterns, historical enrollment, and balanced offerings), the more likely a Centrally Scheduled Classroom is automatically assigned.

Save the Date: Summer & Fall 2025 Resolution Week Appointments

February 4 — 14, 2025

Resolution 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 the initial class setup. In preparation for resolution week, room assignment results for summer and fall 2025 will be published to UAccess on February 3, 2025. Department schedulers can then review room assignments and determine which sections may need additional attention.

We encourage all department schedulers to attend a resolution appointment. With the entire RCS team pitching in to support appointments during resolution week, the section forms for the summer and fall 2025 terms will open at the end of the day on February 3rd and there will be limited processing until the conclusion of resolution weeks.

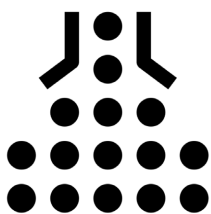
SCHEDULING TIP

Understanding Room Assignment Optimization: What Steps to Take Now?

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 January 16-31. 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.



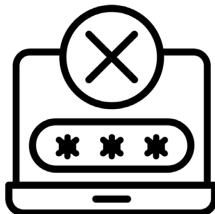
Infeasible Request

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 [email RCS](#) to review the situation and decide what adjustments are needed before submitting a section form. If more in-depth help is needed, RCS offers resolution appointments to address room request needs.

Review the resource guide linked below to troubleshoot the different scenarios and solutions for when a Centrally Scheduled Classroom is not assigned.

[RESOURCE GUIDE: CLOSED SCHEDULING ROOM ASSIGNMENT](#)

[VIEW ALL RCS SCHEDULING TIPS](#)

CLASSROOM SPOTLIGHT

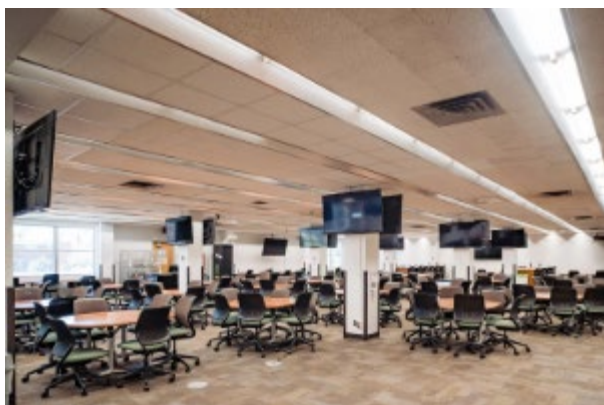
Albert B. Weaver Science-Engineering Library (WSEL) 200SW

Capacity: 264

Features: [Albert B. Weaver Science-Engineering Library \(WSEL\) 200SW](#) is a large Collaborative Learning Space (CLS) and a popular Centrally Scheduled Classroom. This large CLS offers personal whiteboards and markers to support group work and problem-solving for various class activities.



As the first, redesigned [Collaborative Learning Space \(CLS\)](#) on campus, WSEL 200SW marks the beginning of the university's commitment to classroom design to support improving the quality of teaching. Hundreds of studies show that students learn more and fail less when active learning strategies are used. To this end, Collaborative Learning Spaces (CLSs) that facilitate collaborative active learning have been created. In these spaces, faculty members are using innovative teaching and learning strategies that promote higher-order thinking that leads to better understanding and improved ability to transfer knowledge to other applications.



These rooms are an important component of the university's commitment to continuous improvement and culture change because numerous studies provide significant evidence that engagement is critical to the success of students.

To schedule a classroom technology demonstration for this or any of the Centrally Scheduled Classrooms please contact the Classroom Technology Services team via phone (520) 621-3852 or email UITS-CTS@arizona.edu.

UPCOMING SCHEDULING DATES & DEADLINES

DECEMBER

8-20

Summer & Fall 2025 Priority Scheduling Resolution Period

JANUARY

15

Last Day of Open Scheduling Summer & Fall 2025

JANUARY

16-31

Summer and Fall 2025 Optimization Processing and Clean-up

During this period RCS staff are supporting classroom assignments and cleaning up optimization bottlenecks. RCS will be all-hands-on-deck to clean up the schedule of classes before opening the schedule for review by departments prior to resolution week appointments.

[View All Scheduling Dates & Deadlines](#)

[VIEW PAST ISSUES OF RCS NEWS](#)

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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.