



RCS News

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January 2026

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ANNOUNCEMENTS

Join RCS Office Hours this Spring

Have questions about class scheduling? Join RCS office hours for one-on-one support from the RCS team throughout the scheduling cycle.

Office hours are held biweekly on Thursdays from 10:00-10:45 a.m. this spring (excluding 2/5 and 5/7). Mark your calendar:

- **February 19**
- **March 5 & 19**
- **April 2, 16, & 30**

These drop-in office hour sessions are an ideal time to ask questions and receive guidance on navigating the new UAccess user experience and learn more about best practices related to class scheduling. These office hours are open to all department schedulers (*no appointment necessary*).

[JOIN RCS OFFICE HOURS HERE](#)

Save the Date: Summer & Fall 2026 Resolution Week Appointments

February 3 – February 13, 2026

Resolution appointments provide an opportunity for department schedulers and the RCS team to work together to assign class sections to **Centrally Scheduled Classrooms** that were **not assigned during the optimization process**. In preparation for Resolution Week, room assignment results for the summer and fall 2026 terms will be published to UAccess on February 2, 2026. 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. The entire RCS team will be available to support appointments during Resolution Week. Section requests for the summer and fall 2026 terms will open on February 16 for department schedulers to request any additional class set-up changes.

How to Prepare for Resolution Week Appointments:

1. Download Schedule Overview

Starting February 2, 2026, 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 Centrally Scheduled Classrooms

3. Review Assignments and Note Necessary Changes

4. Make an Appointment

To make an appointment, 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: Vicky Polashenski, Jenna Childers, MJ Joaquin, Nancy Malmquist, and Jaclyn Pryor

SCHEDULE YOUR RESOLUTION APPOINTMENT

Reporting Issues in Centrally Scheduled Classrooms

In preparation for the start of the term, the RCS team visits each **Centrally Scheduled Classroom** to adjust layouts and report any maintenance issues. We recognize that

classroom conditions can change hour by hour, so we also rely on room users to communicate concerns. Please remember that if any issues arise while using Centrally Scheduled Classrooms—such as technology malfunctions, heating or cooling problems, furniture concerns, cleanliness issues, or locked rooms—they should be reported directly to the Central Classroom Support service line at **520-621-3852**.

The support number is posted in each Centrally Scheduled Classroom. By using this number, we can systematically track issues, streamline the support response, and help ensure an effective teaching environment. We encourage you to share this information with your department to keep everyone informed and prepared.



MANAGING THE SCHEDULE OF CLASSES

Closed Scheduling & Classroom Optimization: Summer & Fall 2026

The scheduling cycle for Summer and Fall 2026 has moved to **Closed Scheduling**, and classroom optimization is underway. During this process, more than half of main campus classes are assigned to **Centrally Scheduled Classrooms**, which are managed by Room and Course Scheduling (RCS). The RCS team is facilitating the optimization process from January 16-30. The more closely a class aligns with scheduling guidelines—such as standard meeting patterns, historical enrollment, and balanced department offerings—the more likely it is to be automatically assigned a Centrally Scheduled Classroom.

During Closed Scheduling, RCS begins preparing the Schedule of Classes for publication by cleaning up data, ensuring sections follow policies, and assigning classroom spaces.

The RCS team is facilitating the optimization process from January 16-30. During this time, most classes are seamlessly assigned to a classroom, but some sections may not be placed due to various factors.

Please **schedule** a Resolution Week appointment to review unassigned classes 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 March 1, 2026.

SCHEDULING TIP

Updating Instructor Status, Approved Courses and Listing Primary Instructors

A key task in managing the Schedule of Classes each term is assigning instructors to their respective class sections. To be assigned to a class section, 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 the best practice to coordinate instructor status information and update the table each semester before assigning courses.

Maintaining 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 that an instructor is assigned to each class in the Schedule of Classes to create transparency for enrolled students. 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.

With a new term underway, we ask that departments review their instructor assignments to confirm each class section has a primary instructor assigned with Post Access as outlined in [UAccess Student: Managing the Schedule of Classes training](#) in Edge Learning.

Review the Updating Instructor Status and Approved Courses [Resource Guide for detailed navigation instructions](#).

[VIEW ALL RCS RESOURCE GUIDES](#)

CLASSROOM SPOTLIGHT

Electrical and Computer Engineering (ECE) 102

Capacity: 36

Features:

Located in the northwest region of campus, [Electrical and Computer Engineering \(ECE\) 102](#) is a smaller collaborative classroom which offers flexible furniture that is well suited to support both traditional teaching styles and collaborative group work. Additionally, this classroom offers individual whiteboards which provide increased opportunity for group work. These types of collaborative learning spaces are ideal for [instructors interested in incorporating collaborative learning teaching styles](#) into their syllabus.

To learn more about the enhanced technology in this room and the other interactive learning equipped classrooms, please contact the Instructional Technology Services team to schedule a technology demonstration via phone **520-621-3852** or email ITS@arizona.edu.



UPCOMING SCHEDULING DATES & DEADLINES

January 16-30	Optimization Processing and Clean-Up
February 2	Schedule of Classes Open for Department Scheduler Review
February 3-13	Resolution Weeks
February 16	Section Requests Open
March 1	Summer & Fall 2026 Schedule of Classes Goes Live

[View All Scheduling Dates & Deadlines](#)

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Land Acknowledgment