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THE UNIVERSITY OF ARIZONA



Office of the Registrar

RCS News

Important Updates from Room & Course Scheduling

July 2025

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ANNOUNCEMENTS

Thank you for supporting the RCS Reimagine launch

With the [RCS Reimagine](#) class scheduling enhancements now live, we want to thank all department schedulers for your patience, feedback, and collaboration throughout the transition. Your insights continue to play a vital role in refining the tools and processes now in use.

We hope you've felt supported along the way. As we move forward,

your continued input is helping us make meaningful improvements to better support everyone managing the Schedule of Classes.

A quick reminder of available resources to support department schedulers:

- The [Reimagine RCS: Updates to Managing the Schedule of Classes webpage](#) is your go-to hub for webinar recordings, FAQs, training materials, and scheduling support resources. Bookmark it now and check back often!
- **Updated [RCS Resource Guides](#)** now reflect the logic-based rules and how to resolve class setup discrepancies.
- The **EDGE training for department schedulers, [UAccess Student-Managing the Schedule of Classes](#)**, is refreshed to highlight impacts of new scheduling logic —ideal for both new and experienced schedulers.
- **Open Office Hours** are available for drop-in Wednesdays and Fridays, through July 30, from 1-2 p.m. for live support.

OFFICE HOURS ZOOM LINK

- If you couldn't attend the **kick-off webinar** earlier this summer, or would like a refresher on how the processes have been updated, a recording of the webinar and the presentation slides are available:

WEBINAR SLIDES

WEBINAR RECORDING

We're excited about what's ahead and looking forward to your continued partnership in making RCS Reimagine a success!

No or low enrollment? Plan now for Fall 2025 room swaps & room releases

Starting August 1, 2025, if a class section assigned to a [Centrally Scheduled Classroom](#) has fewer students enrolled than anticipated, the section may be moved to a smaller classroom better suited to the level of enrollment. By reviewing real-time student enrollment and making timely adjustments based on actual space needs, RCS can more efficiently use the Centrally Scheduled Classrooms.

Classes sections assigned to a Centrally Scheduled Classroom that have no students enrolled by August 1, 2025, will have that room released, and the **Class Status** will be changed to "**Canceled Section.**" At this time, departments can choose to cancel sections that have no enrollment by initiating a [Section Request - Change](#).

The RCS team has begun communications with department schedulers to initiate planning for potential room swaps or releases based on projected enrollment. RCS requests department schedulers share any relevant rationale that should be considered before making room assignment changes. For more information on the guidelines, and other updates for this Open Scheduling cycle, please [revisit the recording](#) and deck presented at the [Open Scheduling Winter 2025 and Spring 2026 Kickoff Webinar](#).

Save the date: Winter 2025 & Spring 2026 Resolution Week appointments

September 2—12, 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 the winter 2025 and spring 2026 terms will be published to UAccess on August 25, 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 requests for the winter 2025 and spring 2026 terms will open at the end of the day on September 15th and there will be limited processing until the conclusion of resolution appointments.

Process reminder: Requesting changes during Closed Scheduling

Since RCS Reimagine launched on June 6, the RCS team has reviewed and approved more than 700 section requests for the fall term, and most requests are processed within a 2-day turnaround timeframe. Please remember that changes to the summer term are still processed through the SASG [Section Form](#), which is active until August 11. After that date, any changes to the Summer 2025 Schedule of Classes should follow the [Administrative Change of Schedule Request](#). Moving forward, all terms Fall 2025 and beyond will utilize the integrated Section Request for any closed scheduling changes.

RCS Reimagine office hours bring support and performance enhancements

Thank you to all who have joined RCS Reimaging office hours. Your input helps us identify areas for improvement and allows us to offer tailored support with the new processes. The RCS team is actively working with the UITs team to address performance concerns, and we anticipate additional performance enhancement updates to go live within the next few weeks. Visit the [Reimagine RCS: Updates to Managing the Schedule of Classes](#) webpage to learn more about the updates and improvements.

Key takeaways from recent office hours include:

- **Updates to the Section Request- Change resource guide**
 - To cancel a class section during Closed Scheduling, the class status is changed to “Cancelled Section”. The [Section Request- Change](#) resource guide is updated to more clearly reflect this process.
- **Setting up combinations during Open Scheduling**
 - When [setting up a combination](#), schedule one section with the designated meeting pattern. The other sections should have a blank meeting pattern and be set to a class status of **Tentative** until the combination is created. Once the combination is created in the Combination Table tile, the meeting pattern will then populate for all sections in the combination. Return to the section(s) to activate.

- If a **“meeting pattern does not match”** error appears, delete the meeting pattern from the section using the minus (-) button. Set the class status to **Tentative**, save, and then try to combine.
- **Enrollment capacities during Closed Scheduling**
 - Use the **Section Request- Change** process and navigate to the enrollment control tab. Then use the **View All/View 100** tool to view all sections, **or use the arrows to navigate section by section** to change enrollment capacities.
- **Class roster**
 - Use the **class roster** available in the **UA Scheduling tile resource list** to pull section-level enrollment numbers to support managing closed scheduling enrollment capacity adjustments.
- **Update Sections of a Class tile**
 - Use the **Update Sections of a Class tile** located from the search menu or the navigation dashboard to pull section-level enrollment numbers for multiple sections at once to support managing closed scheduling enrollment capacity adjustments.

Join us for RCS office hours open 1-2 p.m., on Wednesdays and Fridays throughout July on Zoom. Drop in for one-on-one assistance with navigation, class section set-up, and any other questions. No registration needed, just follow the link:

<https://arizona.zoom.us/j/84880625157>.

Final month! Winter 2025 & Spring 2026 Open Scheduling

May 5, 2025 — July 31, 2025

Open Scheduling for the winter 2025 and spring 2026 terms is nearing completion. This period of heightened privileges in UAccess Student is when department schedulers have access to input the classes offered in that term, including specific details such as instructor assignment, modality, meeting pattern, and room characteristics. Once Open Scheduling transitions into Closed Scheduling, **Section Requests** are used to notify Room & Course Scheduling of changes.

Prior to July 31, department schedulers should take action to make changes to:

- **Address incomplete meeting patterns:** Update days and times
- **Review contact minute deficiencies:** Adjust meeting pattern
- **Assign Facility ID:** Enter specific Department Facility ID – Departmentally Scheduled Classroom (999-TBA if unknown) or 999-RMRQST– Centrally Scheduled Classroom
- **Update 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)
- **Set requested room capacity & enrollment capacity:** Update based on historical enrollments.
- **Create combined sections:** Ensure sections being taught simultaneously are **set up as combined** in the Schedule of Classes.

After July 31, Open Scheduling ends, and the cycle moves into Closed Scheduling and the optimization process. 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.** The RCS team will continue working with departments to identify and resolve any issues found during the preliminary review, helping ensure an accurate Schedule of Classes is ready for publication on October 1, 2025.

The **RCS Resource Guide** webpage has a collection of previous scheduling tips to guide department schedulers through common scheduling scenarios.

SCHEDULING TIP

Setting up course and class attributes in the Schedule of Classes

Department schedulers manage setting class attributes during Open Scheduling. The most recently added course attributes include

Language of Instruction and **Research Experience**. Course attributes at the catalog level roll from term to term, and some class attributes at the section level will need additional review during class section setup. In the case of class attributes, monitoring is recommended during the Open Scheduling period.

Currently, Spanish (SPAN) and Mandarin (MAND) are included as Course Attribute Values; please complete the [**Language of Instruction Course Attribute request form**](#) to submit a new language description. The **Language of Instruction** course attribute, added at the section level, denotes the language of instruction, specifically for those class sections taught in a language other than English. This **attribute will only be applied to non-language courses** and does not apply to language courses such as SPAN 101 or SPAN 102.

Review the process of setting up course and class attributes in the Schedule of Classes in this month's resource guide:

[RESOURCE GUIDE: SETTING UP COURSE & CLASS ATTRIBUTES](#)

[VIEW ALL RCS SCHEDULING TIPS](#)

STAFF SPOTLIGHT

MJ Joaquin

Start date: May 2025

Position: Academic Records Specialist, Room and Course Scheduling

Job duties:

As an RCS Specialist, I help manage the Schedule of Classes to ensure it follows university policies. I'm continuing to expand my understanding of the role and look forward to learning more about how course scheduling supports



both the students and the campus.

Favorite part of the job: My favorite part of the job is being able to work with a team that shares similar values and goals. After the first week, I can tell the team cares about doing their best, helping students and faculty, and making sure projects run smoothly. I'm glad I'm part of a team that works well together and wants to do meaningful work.

Fun fact: I'm on level 13,189 on Candy Crush!

UPCOMING SCHEDULING DATES & DEADLINES

July Wednesdays & Fridays	Open Office Hours: RCS Reimagine Tutorials 1-2 p.m. link for drop in hours
July 31	Last day of Open Scheduling
August 1-22	Optimization processing and clean-up
August 25	Schedule of Classes open for department scheduler review
Sept 2-12	Resolution Week

[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.