



Office of the Registrar

RCS News

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July 2026

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ANNOUNCEMENTS

Join RCS Office Hours this Summer

Have questions about managing the Schedule of Classes during Open Scheduling, requesting a CLS, or creating a combination? Join the RCS team for biweekly office on Thursdays from 11:00-11:45 a.m. this summer.

Remaining Dates:

- July 23

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*). Details can be found on the [Office of the Registrar Events page](#).

Stay tuned for Fall 2026 Office Hours (dates TBD) to be published next month!

Low or No Enrollment? Plan Now for Fall 2026 Swaps & Room Releases

As the 2026 Fall term approaches, class sections assigned to a [Centrally Scheduled Classroom](#) with no or low enrollment 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.

The RCS team will communicate with department schedulers on a case-by-case basis to support planning for potential room swaps or releases based on projected enrollment. At this time, departments can choose to cancel sections that have no enrollment by initiating a [Section Request - Change](#). To ensure an accurate building schedule, we anticipate completing a no enrollment room release closer to the start of the term. We appreciate your understanding and communication to support the utilization of Centrally Scheduled Classrooms.

Save the Date: Winter 2026 & Spring 2027 Resolution Appointments

August 31-September 11

Resolution appointments are an opportunity to resolve classroom assignment issues, specifically for class sections requesting [Centrally Scheduled Classrooms](#) that were not assigned rooms during the optimization process based on the initial class setup. In preparation for resolution appointments, room assignment results for the Winter 2026 and Spring 2027 terms will be published to UAccess on August 24, 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. Section requests for the Winter 2026 and Spring 2027 terms will open on September 14th, after the conclusion of resolution appointments.

Health Sciences Scheduling Joins the Office of the Registrar

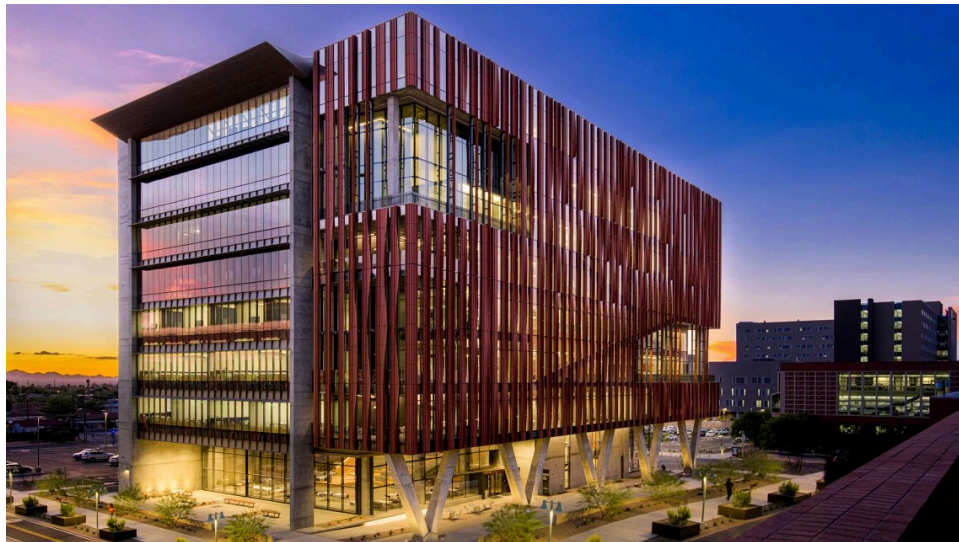
As previously [announced](#), [Health Sciences Scheduling \(HSS\)](#) has joined the Office of the Registrar. This transition will help streamline the administrative structure, support a more unified approach to room scheduling across all university locations, and strengthen a cohesive organization aligned with our institutional mission.

We are excited to welcome the Health Sciences Scheduling team and the deep expertise they bring in supporting the unique scheduling needs of the health sciences colleges and programs. Their knowledge, relationships, and commitment to service are highly valued and will play an important role as we move forward together.

At this time, there are no immediate changes to scheduling processes, services, or points of contact. Our primary goal during this transition is to ensure continuity for our campus

partners by providing the same high level of service through the same contacts and established processes. As integration efforts progress, the RCS and HSS teams will work collaboratively to evaluate current practices, identify opportunities for greater alignment across scheduling functions, and develop a thoughtful long-term strategy while maintaining the high level of service our campus partners expect.

We are committed to keeping campus informed throughout this process and will provide updates as changes are considered or implemented. We look forward to working together and sharing more information in the coming months.



MANAGING THE SCHEDULE OF CLASSES

Final Month! Winter 2026 & Spring 2027 Open Scheduling

May 4-July 31

Open Scheduling for the Winter 2026 and Spring 2027 terms is nearing completion. 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, 2026. The [RCS Resource Guides webpage](#) has a collection of previous scheduling tips to guide department schedulers through common scheduling scenarios.

To expedite processing, plan to join us for a 1-1 resolution appointment (August 31-September 11) to review class sections with room needs or class-set up changes before submitting a section request. After the resolution appointments period, any changes to class setup—such as meeting patterns, times, or locations—will require a [Section Request - Add](#) or [Section Request - Change](#), and coordination with RCS. The RCS team will continue to work with departments to resolve any inaccuracies identified during the

preliminary review to ensure an accurate Schedule of Classes is published on October 1, 2026.

SCHEDULING TIP

Setting Up Course & 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 set 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. To request a new language description, please complete the [Language of Instruction Course Attribute Request form](#). 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.

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

[VIEW ALL RCS SCHEDULING TIPS](#)

EMPLOYEE SPOTLIGHT



Casey Norman

Start Date: May 26, 2026

Position: Central Classroom Services Coordinator

Job Duties: As the Central Classroom Services Coordinator, I oversee the scheduling, maintenance and operations of 230 centrally managed classrooms across campus. I work to ensure that every instructional space is safe, functional, and ready to support teaching and learning.

Favorite Part of the Job: The puzzle-solving side of classroom logistics! There's something really satisfying about untangling a complex scheduling conflict or finding creative solutions to keep the Centrally Scheduled Classroom running smoothly.

Fun Fact: I can make balloon animals and sculptures, which come in handy more often than you would expect. If you ever need a balloon poodle at a university event, I'm your person.

UPCOMING SCHEDULING DATES & DEADLINES

July
31

Last Day of Open Scheduling

August
3-21

Optimization Processing & Clean-Up

August
24

Schedule of Classes Open for Department Scheduler Review

August-
September
31-11

Resolution Weeks

September
14

Section Requests Open

[View All Scheduling Dates & Deadlines](#)

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