



Office of the Registrar

RCS News

Important Updates from Room & Course Scheduling

June 2025

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ANNOUNCEMENTS

RCS Reimagine launches with exciting new features & updated resources

June marks the launch of the **RCS Reimagine** class scheduling process improvements, delivering a more efficient and accurate way to manage the Schedule of Classes. While it's a milestone years in the making, we know continued support is key for a smooth transition to new processes. With greater control during open and closed scheduling, departments will benefit from user-friendly navigation, integrated Section Request processing, and logic-based rules that guide accurate class setup.



To support department schedulers, RCS has several resources available:

Reimagine project rollout webinar recording and deck

If you couldn't attend the kick-off webinar earlier this month, 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](#)

New webpage

We are happy to announce the new [**Reimagine RCS: Updates to Managing the Schedule of Classes webpage**](#). This is your go-to hub for webinar recordings, FAQs, training materials, and scheduling support resources. Bookmark it now and check back often!

Updated department scheduler resources

Updated resources are available to support department schedulers. The [**RCS Resource Guides**](#) have been updated to show how the logic-based rules are incorporated into the class scheduling process and what action is needed to resolve class set-up discrepancies.

The department scheduler training, [**UAccess Student- Managing the Schedule of Classes**](#), in EDGE Learning, is updated to highlight how these logic-based rules impact class scheduling tasks. Both new and experienced schedulers are

encouraged to review these resources to ensure a smooth transition.

Open office hours

Join the RCS team on **Wednesdays and Fridays, June 6-July 30, from 1-2 p.m.** (excluding July 4) to ask questions and receive guidance on the RCS Reimagined navigation for the one-stop location for Section Request processing, changes in user experience during open and closed scheduling, and overview of the logic-based rules.

These office hours are open to all department schedulers, no appointment necessary.

DROP IN OFFICE HOURS HERE



What we're talking about in Reimagine Office Hours

Excellent feedback was received during the first few RCS Reimaging Office Hours. The RCS team appreciates your patience as we navigate the go-live transition. Your input helps us identify areas for improvement and allows us to offer tailored support with the new processes. Topics covered include:

Page Load Times

- Updates were made to improve page loading performance, especially with courses with 80 or more sections.
- Additional work is being completed to further reduce page load times. If you have any questions, please contact rcshelp@arizona.edu.

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 outlined in Step 3 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.

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

RCS office hours are open 1-2 p.m., on Wednesdays and Fridays throughout June and July (excluding July 4) 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>

MANAGING THE SCHEDULE OF CLASSES

Halfway there! Look for Winter 2025 & Spring 2026 Schedule of Classes management emails

As Winter 2025 & Spring 2026 Open Scheduling reaches the halfway point, departments can expect to receive email notifications from the RCS team alerting them to key areas that need attention in their submissions to the Schedule of Classes. Open Scheduling, May 5 through July 31, is the first opportunity for department schedulers to cancel, add, or change class sections to be delivered differently than in the past.

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.

Reviewing data entered during the Open Scheduling window allows RCS to proactively collaborate with department schedulers and make timely adjustments as needed. 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.

Planning for Fall 2025 room swaps & room releases based on no or low enrollment

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. The swap to a smaller room may occur if the enrollment is less than 70% of the room capacity. By reviewing real-time student enrollment and making timely adjustments based on actual space needs, RCS supports the efficient use of the centrally scheduled classrooms.

Classes that have no students enrolled by August 1, 2025, and are assigned a centrally scheduled classroom, will have that room released, and the Class Status will be changed to "Canceled". At this time, departments can choose to cancel sections that have no enrollment by use **Section Request-Change** in the UAccess Managing the Schedule of Classes tile. See the **resource guide** for additional guidance and best practices.

The RCS team will begin communications with department schedulers as early as July 1 to discuss class sections identified for potential room swaps or releases based on projected enrollment. At that time, RCS requests department schedulers share any rationale that should be considered before making room assignment changes on August 1. For more information on the policy, and other policy updates for this cycle of open scheduling, please revisit the **Open Scheduling Winter 2025 & Spring 2026 Kickoff Webinar recording** and **slide deck**.

SCHEDULING TIP

Priority Scheduling request & review process

To maintain a collaborative and effective priority scheduling process while accommodating the unique needs of our campus partners, the RCS team has **developed a grid template** to support departments reporting priority scheduling requests consistent with standard meeting patterns.

NEW: Use the **Scheduling Grid Template** if your request pertains multiple sections. (The Excel template will be saved to your download folder.)

All **Priority Scheduling Requests** are due by the **July 1 deadline**. While the request supplements the classroom assignment process, class section set-up data still needs to be entered in UAccess during Open Scheduling. Before submitting the form, review the priority request with your department head. Perhaps most importantly, **ensure the correct criteria are assigned to the request**, as specific qualifications—such as an instructor with a disability or departmental financial support for classroom equipment or renovation—determine eligibility for priority scheduling.

CRITERIA 1

The department has provided financial support for a centrally scheduled classroom(s) i.e. equipment or renovation.

CRITERIA 2

A class requires equipment that is not available in any other centrally-scheduled classroom, or there are equipment travel restrictions for back-to-back classes.

CRITERIA 3

The department has an instructor with a disability or travel restrictions for back-to-back classes who needs to use a centrally scheduled classroom.

CRITERIA 4

The department has hybrid course(s) that would efficiently use a centrally scheduled classroom. Note: A hybrid class has an online meeting pattern and an in-person meeting pattern.

Although not all departments meet criteria 1 or 2, many have instructors who meet **CRITERIA 3**. Please communicate with these instructors and submit a Priority Scheduling Request for those who might benefit from specifying their classroom or building.

NOTE: Modern Languages (MLNG) 350 is expected to be closed for renovations in Spring 2026. This may impact availability in other large lecture halls, as sections normally held in MLNG 350 will need to be reassigned to alternate spaces.

One-on-One Resolution Meeting

For requests involving additional considerations, we will schedule a one-on-one resolution meeting with the requester. This meeting will allow us to focus on the following:

- **Standard Meeting Patterns and Efficient Classroom Usage:** We will work together to establish or adjust meeting patterns to maximize classroom usage and reduce scheduling gaps.
- **Accommodation and Alignment of Non-Standard Patterns:** We will explore ways to align non-standard meeting patterns across multiple sections where possible to maintain consistency with standard meeting times

Review the Priority Scheduling Resource Guide to determine if your section meets the criteria and for directions on submitting the request application.

[RESOURCE GUIDE: PRIORITY SCHEDULING REQUEST](#)

[VIEW ALL RCS SCHEDULING TIPS](#)

CLASSROOM SPOTLIGHT

Environment and Natural Resources 2 (ENR2) N120

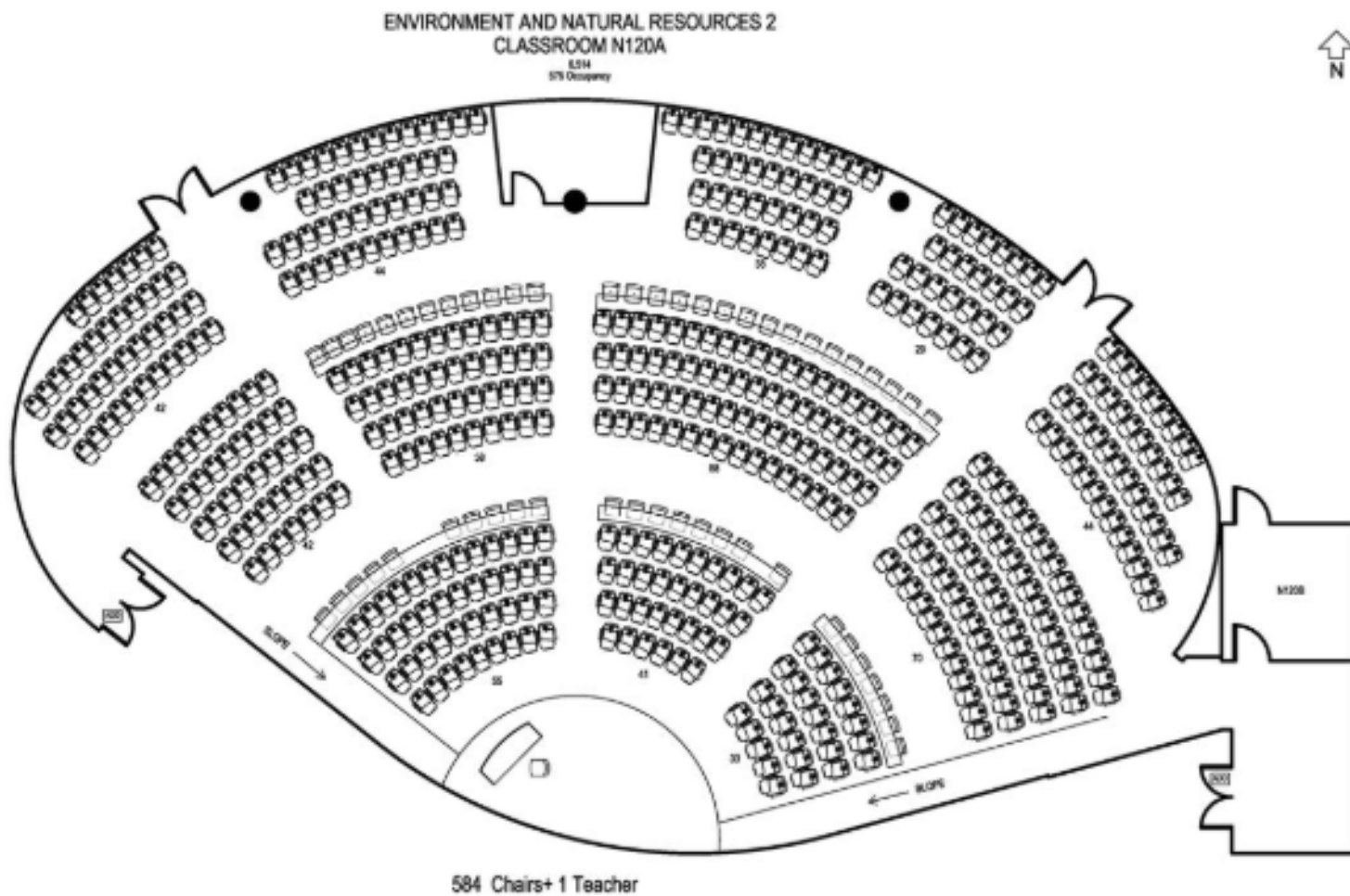


Capacity: 575

Features: **Environment and Natural Resources 2 (ENR2)**

N210 is the largest Centrally Scheduled Classroom on campus. This lecture hall is a popular location for both academic and co-curricular activities. Located on the south edge of Main Campus, ENR2 N210 offers convenient access to the Sixth Street Garage and the Canyon Café, located on the ground level of the building. The building is an active hub for students, faculty, and guests.





Completed in 2015, the ENR2 building reflects the University of Arizona’s commitment to environmental sustainability and interdisciplinary research. It houses classrooms, auditoriums, faculty offices, and gathering spaces for academic and public use. A stunning central courtyard encourages circulation and supports community collaboration.

To learn more about the building, including its innovative sustainable features, please visit the [ENR2 page](#) on the PDC website, or take the [self-guided tour](#).

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

June-July
Wednesdays &
Fridays

Open Office Hours: RCS Reimagine Tutorials
1-2 p.m. [link for drop in hours](#)

July

1

Deadline to submit [Priority Scheduling Request Forms](#), [Common Finals Request Forms](#), and [Collaborative Learning Space Requests](#)

July

7-18

Priority Scheduling Resolution Period

July

31

Last day of Open Scheduling

[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.