THE UNIVERSITY OF ARIZONA

Office of the Registrar

RCS News

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May 2025

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ANNOUNCEMENTS

Register Now: RCS Reimagine Project Rollout Webinar

June 3, 2024, 1—2 p.m.

Join the RCS team on **Tuesday, June 3, from 1-2 p.m.** for an in-depth overview of the RCS Reimagine project and its exciting upgrades to Section Form processing and room and course scheduling workflows.

The session will include:

- A demonstration of the new, streamlined navigation for the one-stop location for Section Form processing
- Highlights of the updated user experience during open and closed scheduling
- An overview of the new logic-based rules designed to improve data accuracy and operational efficiency.

The RCS Reimagine logic-based rules are designed to increase accuracy of class set-up data at the point of entry and to create efficiency when adding new class sections throughout the closed scheduling period.

While the fundamental best practices for managing the Schedule of Classes remain the same, as outlined the **UAccess Student: Managing the Schedule of Classes training** (offered in Edge Learning), the training content will be updated and published in alignment with the project webinar to reflect the new user experience and features.

Join us for the webinar to take advantage of this first opportunity to preview enhancements, learn about important updates, and prepare for a smoother scheduling experience.

REGISTER FOR THE WEBINAR

Room Scheduling Software Version Update May 16

To enhance system security and enable future improvements, the room scheduling software, Ad Astra, is receiving a version upgrade. Without changing the current user experience, this update introduces support for future implementation of single sign-on (SSO) and lays the groundwork for long-term enhancements. The update is scheduled for the morning of May 16, after final exams and before the start of summer sessions, to minimize disruption as most campus activity will be centered on commencement.

THANK YOU

Open Scheduling Winter 2025 & Spring 2026 Kickoff Webinar

Thank you to everyone who joined us for the Winter 2025 & Spring 2026 Open Scheduling Kickoff webinar! We appreciated the thoughtful questions submitted and shared during our session. Topics included an overview of best practices, project updates, and a notification that the MLNG 350 Lecture Hall is offline for Spring 2026.

OPEN SCHEDULING KICKOFF RECORING AND PRESENTATION

For a more in-depth review of scheduling processes, the department scheduler training is available in EDGE learning for your reference: **UAccess Student: Managing the Schedule of Classes training.**

Recognizing Ethan Rex for RCS Contributions

Join us in recognizing **Ethan Rex, Registrar Systems Analyst, Sr.**, in the Office of the Registrar, for his outstanding contributions in reshaping the RCS tools that support the management of the Schedule of Classes. Over the past six years, Ethan has been instrumental in streamlining operations through projects including RCS Reimagine, as well as countless other behind-the-scenes improvements that have strengthened our processes, like Optimization and Term Roll. On behalf of the entire RCS team, thank you, Ethan, for your dedication, innovation, and unwavering support. Wishing you the best as you continue in your new position at the U of A!

MANAGING THE SCHEDULE OF CLASSES

Winter 2025 & Spring 2026 Open Scheduling Underway

Open Scheduling in UAccess began on **May 5 and continues through July 31.** The winter 2024 and spring 2025 terms were "rolled over" to create the winter 2025 and spring 2026 terms on April 28. Open Scheduling is the first opportunity for department schedulers to cancel, add, or change class sections to be delivered differently than in the past.

Department schedulers need to take action to implement changes to:

- Meeting patterns: update Days and Times
- Facility ID: Specific Department Facility ID- Departmentally Scheduled Classroom (999-TBA if unknown) or 999-RMRQST – Centrally Scheduled Classroom
- Room characteristics: 31 – Departmentally Scheduled Classroom or 32 – Centrally Scheduled Classroom
- Requested Room Capacity & Enrollment Capacity: Update based on historical enrollments.
- Combined Sections: Ensure sections being taught simultaneously are combined in the Schedule of Classes.

Save the Date: Open Office Hours RCS Reimagine Tutorials

Wednesday & Fridays in June & July, 2025, 1—2 p.m.

Join the RCS team on Wednesdays and Fridays, June 6-July 30, from 1-2 p.m. (excluding holidays) to ask questions and receive guidance on the RCS Reimagined navigation for the one-stop location for Section Form 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.

LINK TO JOIN JUNE & JULY OPEN OFFICE HOURS

SCHEDULING TIP

Requesting a Collaborative Learning Space

With winter 2025 and spring 2026 open scheduling underway and the start of summer right around the corner, now is the perfect time to connect with instructors, before they are gone for the summer to confirm their class layout needs and options. **Collaborative Learning Spaces (CLS)** are reimagined classrooms that support a model of active learning by providing flexible furniture arrangements, multiple screens, tabletop whiteboards, augmented acoustics, and enhanced networks to encourage the use of technology.

There are 52 CLS rooms and each semester the demand for a CLS grows. If there are multiple requests for a specific CLS at a certain time, the RCS team works with the department schedulers to find a solution. It is best to have already discussed options with your instructors before rooms are scheduled. For example, is the instructor's priority to have the CLS even if it is outside of prime-time hours, or do they value the meeting pattern and time over the CLS format? As the department scheduler, it is important to know the options available and how to guide faculty in accessing these instructional resources.

Instructors are responsible for submitting and maintaining their applications to qualify for the CLS **Preferred Instructor list.** Instructor eligibility will be verified before a CLS is assigned. Department Schedulers who need to confirm active CLS Preferred Instructors for their department can contact **rcshelp@arizona.edu** to check if an instructor is approved.

Open scheduling is the ideal time to request a Collaborative Learning Space. Review the steps to requesting the space in this resource guide:

RESOURCE GUIDE: REQUESTING COLLABORATIVE LEARNING SPACE

VIEW ALL RCS SCHEDULING TIPS

STUDENT SPOTLIGHT

Sabrina Tomaine

Start Date: October 2021

Major/Year: Criminal Justice Studies, Senior

Job Duties: As a student lead, my responsibility is to provide excellent customer service while assisting students and staff. I assisted with daily tasks such as completing section form requests, scheduling events, contributing to team meetings, and mentoring new student workers. I practiced strong leadership, problem-solving, and communication skills.

Favorite Part of the Job: My favorite part is working in a supportive and collaborative environment. Being part of a team has taught me the importance of teamwork and adaptability. I also enjoyed being positive and spreading that to others.

Fun Fact: I love to travel and plan on visiting Europe this summer!

Congratulations to Our Graduating Student Workers!

Room and Course Scheduling extends our warmest congratulations to our graduating student employees, **Sabrina Tomaine** and **Damian Soria** (featured in **April RCS News**). Thank you for your dedication, insight, and the many contributions you've made to RCS while balancing your academic journey at the University of Arizona. We are proud to have been part of your story and wish you continued success in all that lies ahead.

UPCOMING SCHEDULING DATES & DEADLINES

June **3**	**RCS Reimagine Project Rollout Webinar** 1-2 p.m. **register here**
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

VIEW PAST ISSUES OF RCS NEWS

JOIN THE RCS NEWS MAILING LIST

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.