



RCS News

Important Updates from Room & Course Scheduling

IN THIS ISSUE

MANAGING THE SCHEDULE OF CLASSES

- Fall 2024 Common and Standard Final Exam Classrooms Assigned
- Look for Summer & Fall 2025 Schedule of Classes Management Emails
- Planning for Spring 2025 Room Swaps & Room Releases Based on No or Low Enrollment
- Halfway There! Summer & Fall 2025 Open Scheduling Continues

SCHEDULING TIP: Priority Scheduling Request and Review Process

CLASSROOM SPOTLIGHT: Steward Observatory (SO) N210

UPCOMING SCHEDULING DATES & DEADLINES

MANAGING THE SCHEDULE OF CLASSES

Fall 2024 Common and Standard Final Exam Classrooms Assigned

The process of Fall 2024 final exam room assignment is completed for both common finals and standard final exams. Common final exam room assignment confirmations were sent to department schedulers a few weeks ago. The classroom assignment process for standard final exams is an automated process run through Ad Astra Schedule based on the Schedule of Classes room assignment and the corresponding **Fall 2024 Final Exam Schedule**. Room assignments are typically given to the primary section assigned to a room, however, with non-standard meeting patterns, there are occasions when sections are left unassigned or room conflicts occur. Our team has reached out to department schedulers in these instances. Please review the list of your department's final exams and let us know as soon as possible if any class sections need a room assignment.

Look for Summer & Fall 2025 Schedule of Classes Management Email

As Summer and Fall 2025 Open Scheduling continues, 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:

- Contact minute deficiencies
- Incomplete meeting patterns
- Class Start and End Dates
- Department Scheduled Classroom Needed (999-TBA)
- Missing Instructors

By reviewing the data entered throughout the Open Scheduling window, we can proactively work with department schedulers to ensure the necessary adjustments are made in a timely fashion. The RCS team will continue contacting departments to identify and resolve inaccuracies found in the preliminary review to help our department partners create an accurate publication of the Schedule of Classes on March 1, 2025.

Planning for Spring 2025 Room Swaps & Room Releases Based on No or Low Enrollment

Starting December 2, 2024, 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 for a smaller room may occur if the enrollment is less than 70% of the capacity. By reviewing real-time student enrollment and making timely adjustments based on actual space needs, RCS can more efficiently use the centrally scheduled classrooms.

Class sections that have no students enrolled by **December 16, 2024**, 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 using a [Section Form](#). Please refer to the [Section Form Success](#) resource guide for additional guidance and best practices.

The RCS team will begin communications with department schedulers as early as December 4, 2024, to discuss class sections identified for potential classroom swaps or releases based on projected enrollment. At that time, RCS requests department schedulers share any rationale that should be considered before making classroom assignment changes. For more information on the policy, and other policy updates for this cycle of open scheduling, please [revisit the recording](#) and deck presented at the [Open Scheduling Winter 2024 and Spring 2025 Kickoff Webinar](#).

Halfway There! Summer & Fall 2025 Open Scheduling Continues Until Jan 15

Mark your calendars that January 15 is the last day of Open Scheduling, where department schedulers may add, change, or cancel class sections independently in UAccess. After Open Scheduling ends, department schedulers need to use a [Section Form](#) and work directly with Room and Course Scheduling to request most edits to the Schedule of Classes.

Reminder!

Non-standard meeting patterns are not included in the standard optimization process and are subject to classroom assignment based on availability. Non-standard meeting patterns, particularly a mismatch of standard time blocks (i.e., MW 9:15-10:45am, W only 9:00-11:30am, WF 11am-12:00pm, etc.) limit options for students and present difficulties for students to register in other required coursework.

Prior to January 15, department schedulers should take action to make changes to:

- **Meeting patterns:** Update days and times
- **Facility ID:** Enter specific Department Facility ID – Departmentally Scheduled Classroom (999-TBA if unknown) or 999-RMRQST– Centrally Scheduled Classroom
- **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)
- **Requested Room Capacity & Enrollment Capacity:** Update based on historical enrollments.
- **Ensure sections being taught simultaneously are set up as combined in the Schedule of Classes.**

Not completing the above items hinders a classroom from being assigned during classroom optimization. Review more important **RCS Dates and Deadlines**.

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 flow for processing priority scheduling requests. **The Priority Scheduling Request form must be submitted by the December 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 a class that needs to use equipment that is not available in any other centrally-scheduled classroom, or there are equipment travel restrictions for back-to-back classes.

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.

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](#)

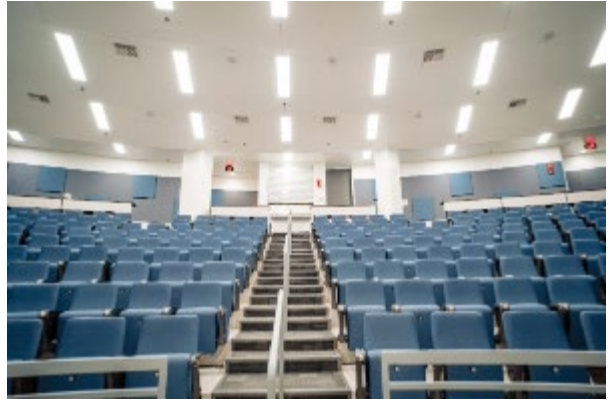
[VIEW ALL RCS SCHEDULING TIPS](#)

CLASSROOM SPOTLIGHT

STEWART OBSERVATORY (SO) N210

Capacity: 215

Features: Steward Observatory (SO) N210 is a large lecture hall that recently received classroom technology upgrades to improve the projector and screen display to modernize the room user experience.



This classroom often hosts academic related events in support of the mission of the Astronomy and Steward Observatory, and is a popular Centrally Scheduled Classroom. This large lecture hall offers personal whiteboards and markers to support group work and problem solving for various class activities.

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

DECEMBER

1

Deadline to submit Priority Scheduling Request Forms, Common Finals Request Forms, and Collaborative Learning Space Requests for Summer & Fall 2025

DECEMBER

8-20

Summer & Fall 2025 Priority Scheduling Resolution period

JANUARY

15

Last Day of Open Scheduling Summer & Fall 2025

[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. Committed to diversity and inclusion, the University strives to build sustainable relationships with sovereign Native Nations and Indigenous communities through education offerings, partnerships, and community service.