



Office of the Registrar

RCS News

Important Updates from Room & Course Scheduling

September 2025

IN THIS ISSUE

ANNOUNCEMENTS

- RCS Office Hours Are Back This Fall!
- New Features Added to the Centrally Scheduled Classroom Map
- Register Now: Open Scheduling for Summer & Fall 2026 Kickoff Webinar

THANK YOU

- Resolution Week Appointments Wrap-Up

MANAGING THE SCHEDULE OF CLASSES

- Preparation for the Winter 2025 & Spring 2026 Schedule of Classes Publication on October 1
- Avoid 'Class Status: Tentative' and Unpublished Sections
- How the Shopping Cart Fits into the Class Enrollment Process

SCHEDULING TIP: Managing Honors Sections

STUDENT STAFF SPOTLIGHT: Alexa Medina

UPCOMING SCHEDULING DATES & DEADLINES

ANNOUNCEMENTS

RCS Office Hours Are Back This Fall!

RCS office hours are continuing this fall to provide personalized, one-on-one support from the RCS team. Introduced over the summer to help with new processes from the Reimagine Class Scheduling project, these sessions quickly proved to be a valuable resource, and your feedback confirmed that this type of interaction with RCS staff would be helpful through all stages of the class scheduling cycle.

Join the RCS team for bi-weekly office hours on Thursdays this fall (excluding holidays).

Fall 2025 RCS office hours, 1-2 p.m.



- September 18
- October 2, 16, 30
- November 13
- December 11

[FOLLOW THIS LINK TO JOIN OFFICE HOURS](#)

These drop-in office hour sessions are an ideal time to ask questions and receive guidance on navigating the new class scheduling process and best practices. These office hours are open to all department schedulers; no appointment is necessary.

New Features Added to the Centrally Scheduled Classroom Map

The Centrally Scheduled Classroom Map is smarter, faster, and more user-friendly! The Classroom Committee and the RCS Team invite you to revisit the updated [Centrally Scheduled Classroom interactive map](#) to experience the new features designed to make navigation, sharing, and classroom discovery easier than ever:

- **Richer Building Insights** Explore buildings like never before. Our interactive map now includes detailed locations for restrooms, lactation spaces, stairwells, elevators, and classroom layouts — giving you a clearer sense of space and helping you find exactly what you need, faster.
- **Smarter Search & Sorting** No more endless scrolling. Just start typing a building name and instantly choose from a refined list — making building selection quicker and more intuitive.
- **Faster Sharing, More Flexibility** Need to share classroom info? Now you can link directly from the classroom list or the detailed view — making collaboration and communication seamless.
- **Effortless Room Comparison** Compare rooms with ease. Quickly browse and review classrooms within a selected building using the streamlined classroom list — perfect for planning and decision-making.

The new interactive map and classroom listing were made possible through the partnership of [Enterprise Geographic Information System \(EGIS\)](#), [Campus Technology Services \(CTS\)](#), [Planning Design & Construction \(PDC\)](#), and the Classroom Committee. Your feedback is appreciated! If you encounter any issues or have suggestions for further improvements, please reach out to rcshelp@arizona.edu.

Register Now: Open Scheduling for Summer & Fall 2026 Kickoff Webinar

October 7, 2025, 1—2 p.m.

Join the RCS team on Tuesday, October 7, from 1-2 p.m. to learn what's new for the summer and fall 2026 Open Scheduling cycle. Learn how recent updates from the

Reimagine RCS project, like automated data pulls from the catalog, built-in logic, and enhanced control within the UAccess scheduling platform, will improve the Open Scheduling process. These webinars are designed to work together with the [UAccess Student: Managing the Schedule of Classes training](#) (offered in Edge Learning) to develop the skills and knowledge needed to successfully create the Schedule of Classes. Bring your questions or submit them in advance to rcshelp@arizona.edu.

REGISTER FOR THE KICKOFF WEBINAR

THANK YOU

Spring 2026 Resolution Week Appointment Wrap Up

After the conclusion of the two weeks of Resolution Week appointments, the RCS team would like to thank all the department schedulers who participated in a Resolution Week appointment. The RCS team was able to host **55** appointments supporting over **90** Academic Subjects by assigning over **600** classrooms. Thank you for your collaboration in supporting an accurate Schedule of Classes!

MANAGING THE SCHEDULE OF CLASSES

Preparation for the Winter 2025 & Spring 2026 Schedule of Classes Publication on October 1

With the conclusion of Resolution Weeks, the RCS team prioritizes processing changes to the Schedule of Classes submitted through [Section Requests](#). The team is busy cleaning up data, ensuring sections follow policies, and assigning classroom spaces.

Department schedulers can independently adjust instructor assignments, enrollment capacity (considering facility ID capacity), and requisites in UAccess. However, alterations to class meeting patterns, times, and locations require a [Section Request Change](#) or [Section Request Add](#).

The RCS team encourages all updates in the Schedule of Classes be finalized before publication, which is when student shopping carts become available. Please review and notify RCS of any **necessary changes in room assignments via Section Requests prior to October 1st** to minimize disruption to student shopping carts and future enrollment.

Steps to check your room assignments:

1. Overview: **Analytics > Dashboards > Student > Catalog and Schedule > Schedule Overview**
2. Isolate sections that were assigned/not assigned Centrally Scheduled Classrooms.
3. Review assignments and note necessary changes.
4. To make the necessary changes please submit a Section Form. Adjustments to the meeting pattern, time, or day may be needed.

Avoid 'Class Status: Tentative' and Unpublished Sections

As we approach publication, remember that a class setup is not complete if certain essential data fields are left empty. Class setups left incomplete will be marked with a class status of tentative and will not appear within the published Schedule of Classes. Missing data that triggers a **Tentative** status includes:

- No room assignment
- Incomplete meeting pattern
- Contact minute noncompliance
- Unapproved DYN or Live Online
- Courses missing a required component

To prevent the complications that come with changing student schedules after enrollment, sections marked **Tentative**, are not published in the Schedule of Classes, are not searchable, and enrollment is prevented. RCS staff are connecting with department schedulers through email to identify class sections missing essential data and have set the necessary class sections to **Class Status: Tentative**. Once corrections are made, the class status will be updated to **Active** and the class section will be open for view in the Schedule of Classes.

How the Shopping Cart Fits Into the Class Enrollment Process

The day the Schedule of Classes is published is also the first day students have access to their Shopping Carts for the upcoming terms. In our messages to students, the Office of the Registrar emphasizes the advantages of using the Shopping Cart feature when building their class schedule. The main function of the Shopping Cart is to save class information (which does not guarantee a seat in the class), ensuring students can plan their fall schedule effectively by exploring various section dates and times. It also enables students to review potential schedule conflicts and class availability, providing a comprehensive overview of their options. The [Shopping Cart](#) helps validate enrollment eligibility for selected classes, ensuring all prerequisites are met before finalizing enrollment.

Because we promote the use of Shopping Carts as a tool to help students organize their class enrollment, it is helpful that all changes to classes be made prior to Wednesday, October 1, when the Schedule of Classes is published, and the Shopping Carts are available to use. When class set-up details are finalized before the publication of the Schedule of Classes, we can reduce conflicts that can arise when times and locations change once a student selects a class to put in their Shopping Cart.

[Registration for the winter and spring terms](#) will begin in November. To learn more about student enrollment, visit the [How to Register for Classes page](#).

SCHEDULING TIP

Managing Honors Sections

The Franke Honors College offers academic programming that enhances a student's chosen degree path through transdisciplinary study, experiential learning, and funded, faculty-mentored research and creative inquiry.

Honors credit can be obtained in three ways. First, a course can be **designated in the Course Catalog** as an honors course, and all offerings of this course are automatically assigned the corresponding honors course attributes. Secondly, a department may choose to **create an honors section of a non-honors course by assigning class attributes and requirement groups** when setting up the class section in UAccess. Finally, students may request to receive honors credit for a non-honors section of a course through the [Honors Contract agreement](#) as outlined on the W. A. Franke Honors College website.

Ideally, class setup takes place during Open Scheduling, but if changes to class setup are needed outside of Open Scheduling, then [Closed Scheduling Section Request](#) processes should be followed.

Students enrolled in an honors-designated class automatically receive honors credit upon earning a passing grade — **no additional grading steps are required.**

This differs from honors contracts, where instructors must assign a specific Requirement Designation (RD) on the grade roster to indicate that honors credit has been earned.

Please review the recently updated resource guide linked below for additional details on managing Honors sections.

[**RESOURCE GUIDE: SETTING UP AN HONORS SECTION**](#)

[**VIEW ALL RCS SCHEDULING TIPS**](#)

STAFF SPOTLIGHT

Alexa Medina

Start date: March 2024

Major/Year: Design Arts and Practices,
Senior

Job duties:

My responsibilities as a student worker and lead are to process sections, events, and emails. I also support staff members in projects or tasks.

Favorite part of the job: My favorite part of the job is learning more about an office environment as a worker but also as a lead.

Fun fact: I've hiked a dormant volcano 3 times in Mexico. The volcano still had steam coming out in between the lava rocks. On my last trip in June, I brought with me a lava rock as a souvenir!



UPCOMING SCHEDULING DATES & DEADLINES

Sept
15

Winter 2025 & Spring 2026 Section Requests Open

Oct
1

Winter 2025 & Spring 2026 Schedule of Classes goes live

Oct
7

Open Scheduling for Summer & Fall 2026 Kickoff Webinar

[View All Scheduling Dates & Deadlines](#)

[VIEW PAST ISSUES OF RCS NEWS](#)

[JOIN THE RCS NEWS MAILING LIST](#)

You are receiving this email from the **RCS News** mailing list.

University of Arizona, 1200 E. University Blvd., Tucson, AZ 85721, US
© Copyright 2025 The University of Arizona. All rights reserved.

[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.