



RCS News

Important Updates from Room & Course Scheduling

August 16, 2023, 2:33 p.m.

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ANNOUNCEMENTS

Updated Classroom Security

As announced yesterday, several teams across campus worked together over the summer to create building emergency plans and to make updates to both Centrally Scheduled Classrooms and Departmentally Scheduled Classrooms. These updates include the installation of new locks, digital message boards, and all-hazards emergency procedure posters. Visit the [Campus Safety References](#) page for more detailed information.

Classroom Location Removed from Public View

Classroom locations have been removed from the public Class Search display and class details in the [Schedule of Classes](#). Access to classroom locations will require login with a Net-ID and password.

Classroom information will continue to be available on individual student's schedules, the Instructor Center, [UAccess Student Center Class Search](#), and UAccess Student.

Back to School Classroom Tours & Technology Demonstrations This Week!

Wednesday & Thursday, August 16 & 17

RCS is excited to partner with the [**Classroom Technology Services \(CTS\)**](#) team to offer classroom tours and live technology demonstrations for some of the newly added and a few of our most popular classrooms. Don't miss this opportunity to learn technology tips and experience the spaces in person before classes begin.

The tours and demonstrations primarily focus on The Commons (CMNS) and Chemistry (CHEM) with other notable classrooms in Ina E. Gittings Building (GITT), Modern Languages Building (MLNG), and Richard A. Harvill Building (HARV).

Please share the [**tour and demonstration schedule**](#) within your departments for faculty and instructors. If your assigned Centrally Scheduled Classroom is not included in this schedule and you would like a demonstration, please call UITS-CTS via phone 520-621-3852, or through the [**CTS service portal**](#).

Tours & Technology Demonstration Sessions

Wednesday, August 16

TIME	LOCATION	<i>The technology demonstrated at this time and location is similar to these other Centrally Scheduled Classrooms</i>
9:00am	GITT 129B	Large Collaborative Learning Space (CLS)
12:00pm	MLNG 402	Small Collaborative Learning Space (CLS)
1:00pm	GITT 129B	Large Collaborative Learning Space (CLS)
1:00pm	CMNS 105	
1:15pm	CMNS 305	CHEM 138, CMNS 205, CHEM 218
1:30pm	CMNS 310	CHEM 232
2:00pm	CMNS 105	
2:15pm	CHEM 205	CHEM 138, CMNS 305, CHEM 218
2:30pm	CMNS 310	CHEM 232
3:00pm	MLNG 402	Small Collaborative Learning Space (CLS)

Thursday, August 17

TIME	LOCATION	<i>The technology demonstrated at this time and location is similar to these other Centrally Scheduled Classrooms</i>
9:00am	HARV 103	Small Classroom
10:00am	HARV 150	Large Lecture Hall
11:00am	CMNS 105	
11:15am	CMNS 305	CHEM 138, CMNS 205, CHEM 218
11:30am	CMNS 310	CHEM 232
12:00pm	CMNS 105	
12:15pm	CHEM 205	CHEM 138, CMNS 305, CHEM 218
12:30pm	CMNS 310	CHEM 232
1:00pm	HARV 103	Small Classroom
2:00pm	HARV 150	Large Lecture Hall

Resolution Weeks: August 21-September 1, 2023

If your academic unit has requested Centrally Scheduled Classrooms, you are eligible to make a Resolution Week appointment. This is an opportunity to resolve classroom assignment issues, specifically sections requesting Centrally Scheduled Classrooms that were not assigned rooms during the optimization process based on the initial class setup. In preparation for Resolution Weeks, **room assignment results for winter 2023 and spring 2024 will be published to UAccess on August 17**. Department schedulers can then review room assignments and determine which sections may need additional attention.

How to Prepare for Resolution Week:

1. Use UAccess Analytics to view/download the Schedule 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, select one of the available Resolution Week appointments. Once an appointment is selected an RCS team member will be assigned and will send an Outlook meeting invite with the zoom link within 1-2 business days.

REQUEST RESOLUTION WEEK APPOINTMENT



Taking your Resolution Week appointments, left to right: Angelica Medina, Vicky Polashenski, Jenna Childers, Jaclyn Pryor

Reminder of Classroom Technology Updates & Minimum Requirements

Well maintained technology equipment that is simple and intuitive to use is a necessary part of the classroom experience. **Classroom Technology Services (CTS)** partners with Room and Course Scheduling to maintain the quality of classroom technology and create technology guidelines to optimize learning in the **Centrally Scheduled Classrooms** and **Collaborative Learning Spaces**.

This past spring, the Classroom Committee issued a memo outlining ongoing efforts to improve services with the retirement and phasing out of old technology, and requirements for “BRING YOUR OWN DEVICE” equipment. This includes any device that an instructor would like to connect to classroom technology. Review the complete list of **technology retirements and updates for the fall 2023 term here**.

SCHEDULING TIP

Section Form Success

Section Forms are a tool used to communicate necessary adds, changes, and cancellations to the Schedule of Classes *during closed scheduling*. The RCS team has compiled some helpful recommendations (pay close attention to steps 9–13 on the Resource Guide) to ensure the section form includes the necessary information to efficiently process forms in the order they are received.

Section Forms are available for any given term while the term is actively progressing as well as for the upcoming term after the optimization process is completed. Currently, Section Forms for the fall 2023, winter 2023, and spring 2024 terms are available.

RESOURCE GUIDE: SECTION FORM SUCCESS

VIEW ALL RCS SCHEDULING TIPS

CLASSROOM SPOTLIGHT

The Commons (CMNS) Room 305

Capacity: 156

Features: Welcoming students and faculty for the first time this fall, The Commons was designed with the spirit of collaboration. Universally accessible spaces throughout the building support collaboration in teaching, research and student success while upholding the University’s commitment to inclusive and welcoming experiences for all.





Commons (CMNS) 305 is a large classroom that demonstrates flexibility with movable table seating which offers flexibility ideal for group work. Enhanced projectors offer dual image display and added personal-sized whiteboards increase collaboration.

Academic Affairs has outlined how some class sections will naturally benefit from the innovations available in the CLS classrooms, while other class sections are best suited for traditional classrooms. As the department scheduler, it is helpful to know the options available and how to guide faculty in accessing these instructional resources

UPCOMING SCHEDULING DATES & DEADLINES

August
16-17

New Classroom Tours and Technology Demonstrations

August
17

**Winter 2023/Spring 2024 Schedule Published in UAccess
for Department Scheduler Review**

August

Resolution Week 1 Begins

21

September

1

Resolution Week 2 Ends

October

1

**Winter 2023/Spring 2024 Schedule of Classes is
Published**

[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.