



## RCS News

Important Updates from Room & Course Scheduling

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### ANNOUNCEMENTS

#### Resolution Week Appointment Wrap-Up: Thank You!

After the conclusion of the two weeks of Resolution Week appointments, the RCS team would like to thank all the department schedulers who scheduled a resolution week appointment. The RCS team was able to host **more than 60 appointments** and process **more than 800 Section Forms**. Thank you for your efforts in supporting an accurate Schedule of Classes!

#### Preparations for the Schedule of Classes Publication

*"Go-Live" March 1, 2023*

With the conclusion of Resolution Weeks, the RCS team prioritizes processing changes to the Schedule of Classes that are being submitted through **Section Forms**. The team is busy cleaning- up data, ensuring sections follow policies, and assigning classroom spaces. Department schedulers can make changes in UAccess to instructor assignments, enrollment capacity (keep in mind the capacity of the facility ID), and requisites. A Section Form is needed to make changes to class set-up that impact meeting pattern, time, and location.

The RCS team is working towards having all updates completed in the Schedule of Classes by the time the schedule is officially published, and student shopping carts are available on **March 1, 2023**. To get there, we depend on our department schedulers to get all updates – made through UAccess or with a submitted Section Form – in as soon as possible.

## Exploring the Partnerships Behind Centrally Scheduled Classrooms

The Office of the Register welcomed special guests from Classroom Technology Services and the Provost's Office for a webinar looking at how the Classroom Committee fosters campus partnerships to support the Centrally Scheduled Classrooms. The presentation featured an overview of the strategic plan for classroom renovation as well as updates on recently renovated Centrally Scheduled Classrooms across campus. Helpful insight was offered on how to access resources and guidance for classroom technology, room scheduling, event rental space and other classroom services.

If you weren't able to attend Centrally Scheduled Classrooms: Support Partnership, and the Future live, the [recording and presentation deck](#) is available on the Open Forum webpage.

## We're Hiring! Central Classroom Services Coordinator

The Central Classroom Services Coordinator supports, advocates, and collaborates across campus on behalf of the Centrally Scheduled Classrooms, the Office of the Registrar, and Classroom Committee (Academic Affairs). Drawing on a range of interpersonal and organizational skills, the Central Classroom Services Coordinator position is fundamental to providing an equitable and accessible classroom learning environment for students. Additionally, the coordinator will work to resolve non-technical issues in the classroom and be the single point of contact for academic units, faculty, staff, and students using the Centrally Scheduled Classrooms. Interested candidates can [apply here](#).

## SCHEDULING TIP

### Distinctions in Components and Instruction Mode

When setting up course section data in UAccess, department schedulers designate several basic data features of a class. Two terms, **modality** and **component**, are often misused (or used interchangeably) but have specific meanings when scheduling classes. The **Component** is the method of instruction the students will partake in to learn the course material, such as a lecture, lab, or studio and the **Instruction Mode** (modality) is how the class is delivered: in-person, hybrid, fully online, etc. It is important to understand the differences as it pertains to entering the correct information into UAccess Student.

Refresh your understanding of these class features with the Resource Guide on Instruction Mode & Component Overview.

## CLASSROOM SPOTLIGHT



### Modern Languages 402

**Features:** Located on the fourth floor of the Modern Languages building MLB 402, feature flexible furniture placement with movable table seating. Enhanced technology and added personal-sized whiteboards increase collaboration. Room lighting has been enhanced to reduce irritation and eye strain. This is another convenient classroom option located at the center of campus.

**Capacity:** 38 seats

**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

March  
1

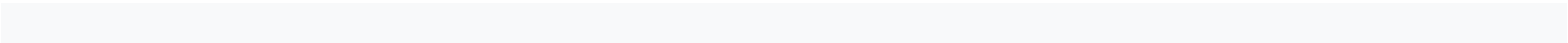
**Publication of Summer & Fall 2023 Schedule of Classes**

**Event Requests Open for Finals Week, Summer, and Fall 2023**

**[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.*