



**Background**

The Section form is used to communicate adds, changes, and cancellations to the Schedule of Classes during closed scheduling. Department Schedulers have access to the forms for each term during any given closed scheduling period

**Entering Data into Fields**

**Step 1:** Navigate from the Office of the Registrar home page > Faculty Staff Resources > Forms & Help Guides > Faculty & Staff Forms tile > **Faculty & Staff Forms** landing page, select the **Room and Class Scheduling Forms** and then select **Section Request Form**

**Step 2:** Log in with NetID & Password.

**Step 3:** Select and complete **Add, Change or Cancel** form based on section need.

**Step 4:** Choose the **term and session** the add/changes/cancel form addresses.

**Step 5:** Choose the **Subject Area/Catalog Number/Section number**. Please note the subjects you can view are based on your provisioning.

**Step 6:** Make sure when using the Change form to click on the **Get PeopleSoft Section Information** button. You will need to do this to adjust all the information under the section number field.

**Step 7:** Choose the corresponding **campus/location**.

**Step 8:** Choose the **instruction mode** the class section is designed and approved to be delivered.

Instruction Mode	Description	Facility ID	Explanation
P	In Person	Departmentally Scheduled room (DSC) or Centrally Scheduled room (CSC)	Students and instructors attend class in person.
FO	Fully Online	999-ONLINE	Class is taught fully online, and class meetings are asynchronous.
HY	Hybrid (Flex In-Person)	DSC or CSC room + 999-FLEX (asynchronous) <b>or</b> 999-ONLINE (synchronous)	Students attend in-person and online.
IT	Interactive Broadcast/Webcast	DSC or CSC room or matches the same facility ID as the section it is combined with	Students are in multiple classrooms in different buildings.
R	Live Online ( <b>must be approved</b> )	999-REMOTE	Class is taught live online, and class meetings are synchronous.

**Step 9:** Check the **honors box** if you would like the class section to be offered for honors credit



RCS Online Forms - Section Add Form

Request Recipient:	RCS
Name:	Jaclyn Pryor
Phone:	5206264822
Email:	jaclynpryor@arizona.edu
CC Email:	(optional)
Term:	Fall 2022 Regular Academic Session
Subject Area:	ABS
Catalog Number:	572
Section Number:	001
Campus:	University of Arizona - Main
Location:	Tucson
Component:	Lecture
Dates:	<input checked="" type="radio"/> Regular Session <input type="radio"/> Other Session Dates
Instruction Mode:	In Person
Course Topic ID:	INDV, NATS, TRAD, CRL, LASC and LAW courses only
Honors?:	<input type="checkbox"/>
Pass/Fail?:	<input type="checkbox"/>
Number of Meetings:	1
<b>Meeting 1 Information</b> NOTE: No Day/Time pattern selected will be treated as "TBA" Days: <input checked="" type="checkbox"/> Mon <input type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun Start Time: 1 : 00 PM End Time: 1 : 50 PM Facility ID: 999-RMRQST (optional) Instructor: Jaclyn Pryor (optional)	
Enrollment Capacity:	25
Waitlist Capacity:	(optional)
Add Consent?:	<input type="checkbox"/>
Drop Consent?:	<input type="checkbox"/>
Course Notes:	(optional)
Additional Comments:	Any room in CHEVZ is preferred. COMM, ENGR, HARV, or SSC, are next preferred options (optional)
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

**Step 10:** A **complete meeting pattern** is required for all class components and sections; the only exception is for independent study. Choose the desired days and times.

**Step 11:** Enter **999-RMRQST** in the **Facility ID** field if a Centrally Scheduled Classroom is needed. If a Departmentally Scheduled Classroom will be used, please enter the specific Facility ID.

**Step 12:** Enter the desired **Enrollment Capacity** and **Waitlist Capacity** (when applicable). Indicate if this class section needs **department consent** for enrollment drop, add, or both.

**Step 13:** Use the **Additional Comments** section to communicate any pertinent information you were not able to include through the offered fields. Examples would be the region you would like us to find a room in, the topic of the course, whether the section needs to be combined with another section, if the instructor is pending, and so on.

Contact Information

Please contact RCS with any questions regarding the Section Form (Add, Cancel, or Change) process. Reach us via email: [rshelp@arizona.edu](mailto:rshelp@arizona.edu) or phone: 520-621-3313. For more information, visit our website: <https://www.registrar.arizona.edu>