

THE UNIVERSITY OF ARIZONA



Office of the Registrar

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September 2026

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ANNOUNCEMENTS

Join RCS Office Hours this Fall

Have questions about class scheduling? Join RCS office hours for one-on-one support from the RCS team throughout the scheduling cycle. Please note that Office hours are now held biweekly on Tuesdays from 10:00-10:45 a.m. this fall.

Mark your calendar:

- **October 6, 20**
- **November 3, 17**

- **December 1, 15**

These drop-in office hour sessions are an ideal time to ask questions, receive guidance on navigating UAccess, and learn more about best practices related to class scheduling. These office hours are open to all department schedulers (no appointment necessary). Check out the [Office of the Registrar events page](#) for more details about RCS Office hours and other Registrar events.

JOIN RCS OFFICE HOURS

Register Now: Open Scheduling for Summer & Fall 2027 Kickoff Webinar

Tuesday, October 6, 2026, 1-2 p.m.

Join the RCS team on Tuesday, October 6, from 1-2 p.m. to learn what's new for the Summer & Fall 2027 open scheduling cycle. Bring your questions or submit them in advance to rcshelp@arizona.edu. The Open Scheduling Kickoff Webinar is designed to offer current updates, procedure changes, and to field questions from our department scheduling partners. 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.

REGISTER FOR THE WEBINAR

RCS Reimagine Enhancement: Schedule Validation Dashboard

We are excited to announce the publication of the new Schedule Validation Dashboard. This dashboard was created based on feedback from the RCS Reimage go live webinar. This dashboard collates class sections that need review or set-up adjustments to satisfy the logic-based rules. The goal of this dashboard is to support department schedulers with a dedicated list of class sections that need further action. This centralized view helps streamline schedule maintenance and improve data accuracy across the Schedule of Classes. Check out the new [Schedule Validation Dashboard resource guide](#) for specific navigation details.

RCS Leadership Announcements

Please join us in congratulating **Jaclyn Pryor** on her promotion to **Associate Registrar** and **Vicky Polashenski** on her appointment as **Interim Manager, Class Scheduling**.

Jaclyn joined the Office of the Registrar as Classroom Coordinator and later served as Assistant Registrar. During her tenure, she has strengthened classroom support services, built partnerships across campus, and played a key role in implementing the Reimagine RCS initiative. In her new role, Jaclyn will continue supporting classroom and scheduling operations while helping advance strategic initiatives across the Office of the Registrar.

Vicky joined the Office of the Registrar as an Academic Records Specialist and later advanced to Academic Records Coordinator. She has been instrumental in supporting Schedule of Classes compliance efforts and the implementation of Reimagine RCS. As Interim Manager, Class Scheduling, Vicky will provide leadership for the Class Scheduling team and support scheduling operations across the university.

THANK YOU

Resolution Appointment Wrap Up

After the conclusion of the two weeks of Resolution Appointments, the RCS team would like to thank all the department schedulers who participated. The RCS team was able to host 51 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 2026 & Spring 2027 Schedule of Classes Publication on October 1

With the conclusion of Resolution appointments, the RCS team prioritizes processing changes to the Schedule of Classes submitted through Section Requests. The team is actively 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 to 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.

Avoid 'Class Status: Tentative' and Unpublished Sections

As we approach publication of the [Schedule of Classes](#), 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

Students gain access to the [Shopping Cart](#) on the same day the [Schedule of Classes](#) is published. The Office of the Registrar encourages students to use the Shopping Cart to plan their schedules in advance. While adding a class to the Shopping Cart does not guarantee enrollment, it allows students to save class options, compare section dates and times, check for schedule conflicts, and review class availability. The Shopping Cart also helps students confirm they meet course requirements before enrollment begins on November 2.

Because we encourage students to use the Shopping Cart to organize their class enrollment, it is helpful for all class changes to be finalized before Thursday, October 1, when the Schedule of Classes is published and Shopping Carts become available. Finalizing class details in advance helps reduce conflicts that can occur if times or locations change after a student has added a class to their Shopping Cart.

[Registration for the Winter 2026 and Spring 2027 terms](#) will begin in November. To learn more about student enrollment, visit the [How to Register for Classes](#) page.

HEALTH SCIENCES SCHEDULING CORNER

HSS Unit Integration Ongoing

Planning is underway to support the integration of Health Sciences Scheduling (HSS) into the Room and Course Scheduling unit. For now, HSS processes, services, points of contact, and support remain unchanged. Campus partners should continue using current contacts and following established scheduling procedures. Teams remain committed to delivering the same high level of service and support throughout the transition.

Discussions are focused on developing a thoughtful, long-term strategy that supports operational effectiveness while preserving service excellence for campus partners. Maintaining continuity and minimizing disruption remain top priorities. Any potential process enhancements or organizational changes will be carefully evaluated, communicated in advance, and implemented with campus partner needs in mind.

We appreciate the continued partnership and engagement of our campus stakeholders. As integration planning advances and recommendations are developed, additional updates will be shared to ensure the campus community remains informed and prepared for any future changes. The teams look forward to continuing this collaborative work and sharing more information as it becomes available.

SCHEDULING TIP

Closed Scheduling Room Assignment Troubleshooting

With the conclusion of resolution appointments, changes affecting class setup, such as meeting patterns, times, or classroom assignment, require a [Section Request - Add](#) or [Section Request - Change](#), and collaboration with RCS.

The more closely a class aligns with scheduling guidelines, such as standard meeting patterns, historical enrollment, and balanced department offerings, the more likely it is to be assigned a [Centrally Scheduled Classroom](#). In some cases, resolving classroom assignment concerns may require consideration of alternative meeting patterns, times, or available instructional spaces.

The RCS team will continue working with departments to resolve class set-up adjustments, ensuring an accurate Schedule of Classes publication on October 1, 2026. For additional guidance check out the [Closed Scheduling Room Assignment Troubleshooting resource guide](#).

CLASSROOM SPOTLIGHT

Modern Languages (MLNG) 350

Capacity: 350

[Modern Languages \(MLNG 350\)](#) is a newly renovated large lecture hall featuring expanded accessibility enhancements and increased seating capacity. The redesigned layout thoughtfully balances capacity and flexibility, incorporating a mix of fixed seating arranged in smaller groupings alongside fixed tables with movable chairs. These updates support a variety of teaching and learning activities while providing a more accessible and adaptable classroom environment.

Please join us for the [grand opening event](#) on Thursday, October 8 from 4:00-5:30 p.m.

To help instructors make the most of the renovated space, the Instructional Technology Services team offers technology demonstrations for MLNG 350 and other interactive learning classrooms. Instructors can schedule a demonstration by phone at 520-621-3852 or via [email](#).



UPCOMING SCHEDULING DATES & DEADLINES

October

1

Winter 2026 and Spring 2027 Schedule of Classes Goes Live

[View All Scheduling Dates & Deadlines](#)

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