

Winter 2021 | Spring 2022 Open Scheduling Kick-Off

April 27, 2021



THE UNIVERSITY OF ARIZONA

Office of the Registrar

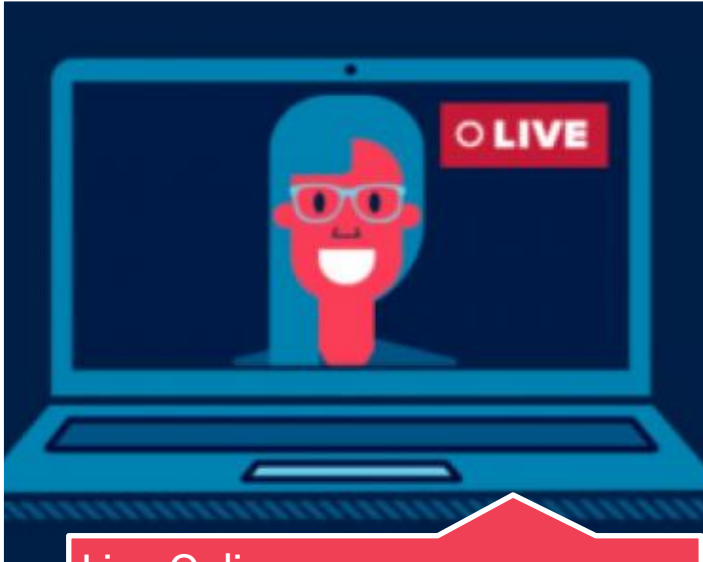
Agenda

- RCS Updates
- Review of Open Scheduling Timeline
- Term Roll
- Questions



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Updates



Live Online

- Classes will need to be offered as In-Person, Flex In-Person, or iCourse beginning with the Winter 2021 term
- Summer and Fall 2021 Live Online courses are unaffected



Thank you &
congratulations,
Elizabeth!



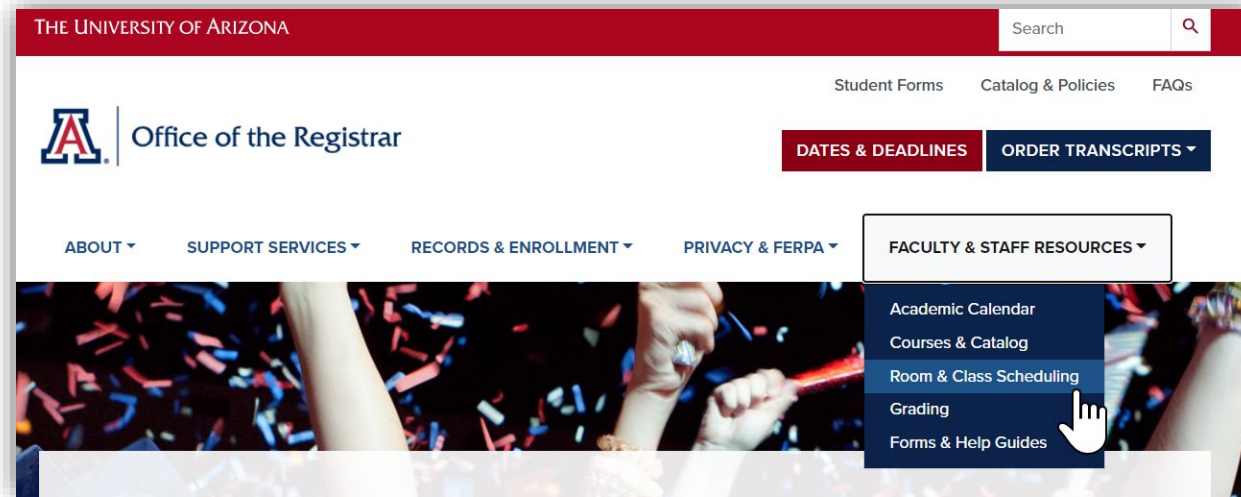
Welcome, Laura!



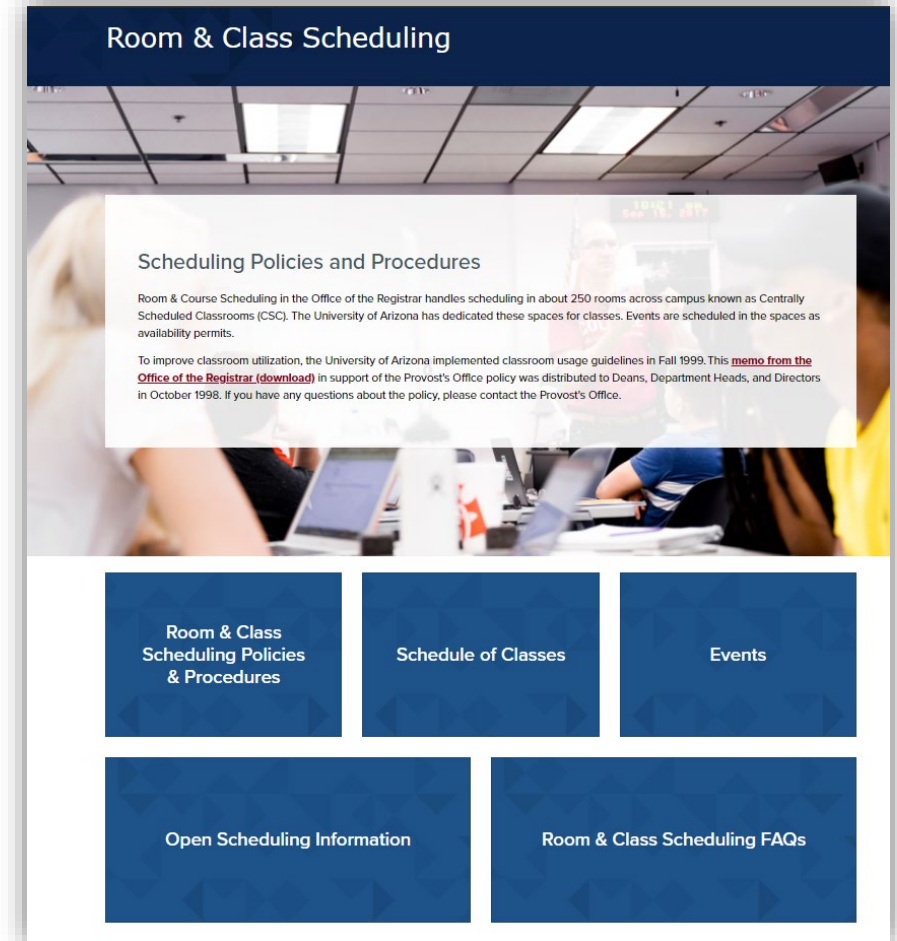
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RCS Website

Easier to find on updated Office of the Registrar site!



<https://registrar.arizona.edu/RCS>



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Open Scheduling Timeline

Dates subject to change

Date	Item	Additional Information
April 28	Open Scheduling Kick-Off Webinar	We will review the open scheduling process, upcoming deadlines, and any new information.
April 29	First Day of Open Scheduling for Departments	Departments will have the ability to add, maintain, and cancel sections in UAccess.
May 28	Deadline to Request Targeted Roll	This will be explained further in the April 28 Webinar.
July 1	Deadline to Request Priority Scheduling	Please use the Priority Scheduling Request form to submit your requests.
July 30	Last Day of Open Scheduling for Departments	Last day for departments to add, maintain, or cancel sections in UAccess.
August 23	Room & Class Scheduling begins Optimization Process	Room & Class Scheduling will assign rooms to sections needing a classroom.
August 30	First Day of Resolution Week	Room & Class Scheduling will work with departments to resolve room assignment issues.
August 30	Section Forms Open	Section forms will be processed in the order they are received.
September 1	Deadline for Course Modifications	Last day to submit UA Course Modify forms for the Course Catalog.
September 3	Last Day of Resolution Week	Last day to work with Room & Class Scheduling to resolve room assignment issues
September 23	Department Schedule Review	Departments will be able to review classroom assignments and make final changes.
October 1	Schedule of Classes Goes Live!	Schedule of Classes and Course Catalog will be made viewable to the public.



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Term Roll – Targeted Rolls

Deadline: May 28, 2021

Term Roll

- Like the last scheduling cycle, the Winter 2021 and Spring 2022 terms will be rolled from two years previous (Winter 2019 and Spring 2020) to help us return to standard course offerings.
- We will provide a compare file between the previous terms to help identify any changes between the rolled schedules.
- You can request a “targeted roll” of specific courses to accommodate changes that have occurred between the years, or for new academic programs or offerings.

Steps to complete:

1. Open the Excel document.
2. If needed, enable editing.
3. From the “Subject” dropdown filter, select the subject(s) you wish to review.
4. In column G, change the value from “No” to “Yes” for any courses you wish to have rolled into the new term.
5. Save the Excel document and change the name of the saved file to include the subjects you reviewed.
6. Email the file to rcshelp@arizona.edu.



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QUESTIONS & DISCUSSION
