



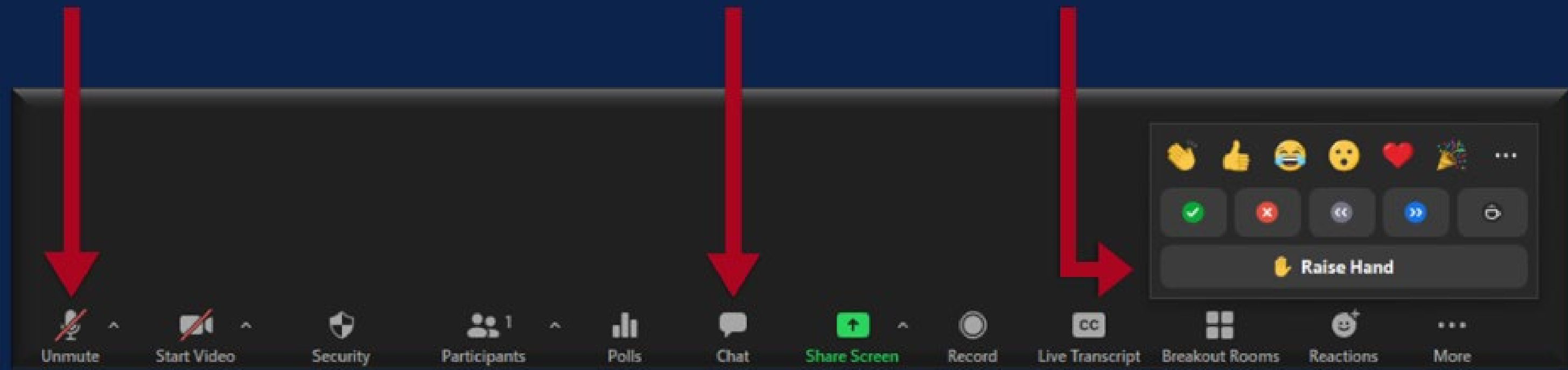
Centrally Scheduled Classrooms: Support, Partnerships, and the Future



Office of the Registrar

Not Speaking?
Please stay muted

Questions?
Use the chat or raise your hand



AGENDA

- Classroom Classification and Overview
- Room Renovation
- Central Classroom Support
- Classroom How-To
- Events Using Centrally Scheduled Classrooms
- The Future
- Questions



The **Office of the Registrar** is responsible for the **accuracy and integrity of the academic record**.

Serving all students, faculty, academic units, and student support functions; the Office is charged with the implementation of academic and student policies and their alignment to state and federal regulations and accreditation standards.

The Office strives to be a leader and thought partner in creating efficient processes that are designed in a way that supports student success and service excellence.



Office of the Registrar



Jaclyn Pryor

Assistant Registrar,
Room & Course Scheduling



Michael Davenport

Associate Registrar,
Registration, Residency & Transcripts



Tina Deemer

Director, Academic Resources and Special Projects
Academic Affairs | Office of the Provost



Brandon Howell

Manager, Classroom Technology Services
University Information Technology Services



Classroom Classification & Feature Overview

Common Classroom Terms and Acronyms

Classifications (size & function)

- Lecture
- Classroom
- Seminar
- Lab

Features (unique attribute available)

- Furniture (stationary/moveable)
- Assistive Listening System
- HyFlex
- Collaborative Learning Space (CLS)

Departmentally Scheduled Classrooms (DSC)

- Lecture
- Classrooms
- Seminar
- Labs
- Conference Rooms

Centrally Scheduled Classrooms (CSC)

- Lecture
- Classrooms
- Seminar



Classroom Committee Partnerships

Academic Affairs

Under the guidance and leadership of **Sr. Vice Provost Burd**
and chaired by **Tina Deemer**, Director, Academic Resources & Special Projects

Classroom Technology Services

Office of the Registrar
Room and Course Scheduling

Disability Resource Center

**University Center for
Assessment, Teaching &
Technology (UCATT)**

Planning Design & Construction

Facility Management

... and more



Classroom Committee Renovation Strategic Plan



Room Renovation Review

Points to be Considered

- **Accessibility**
 - Increasing access and improving navigation
 - Campus location



*Featured CSC:
ECE 258 (CLS) capacity 20*

Room Renovation Review

Points to be Considered

- **Room Use**
 - Under-utilized rooms
 - Converting room classification (e.g., lab to a classroom)



*Featured CSC:
AME S314 (CLS) capacity 74*

02.14.2023 Centrally Scheduled Classrooms: Support, Partnerships, and the Future



Office of the Registrar

Chemistry Building Renovation & Commons Building Addition

Scheduling for Fall 2023!

Chemistry

- 5 updated Centrally Scheduled CLS Classrooms
- 3 live-stream studios
- Additional space is dedicated to Gen Ed and Chemistry Faculty offices

 THE UNIVERSITY OF ARIZONA

Chemistry Building Renovation & Addition

Update – January 31st, 2023

Architectural Rendering



Original Chemistry Building & New Addition - The Commons

Before/After



2 Years ago, demolition began!
Look how far it has come!



Chemistry Building Renovation & Commons Building Addition

Scheduling for Fall 2023!

Commons Building Addition

- 3 newly added Centrally Scheduled CLS Classrooms
- The “Crown Jewel” of the Commons is a large capacity, fully accessible, “turn-to-collaborate” classroom

Classroom Capacity Ranges from 10-217



Chemistry Building Renovation & Commons Building Addition

- Improved features at both entrances off the mall and the west side allow the building to be freely accessible to all.
- Interior includes a new mezzanine level with elevator access to all floors.

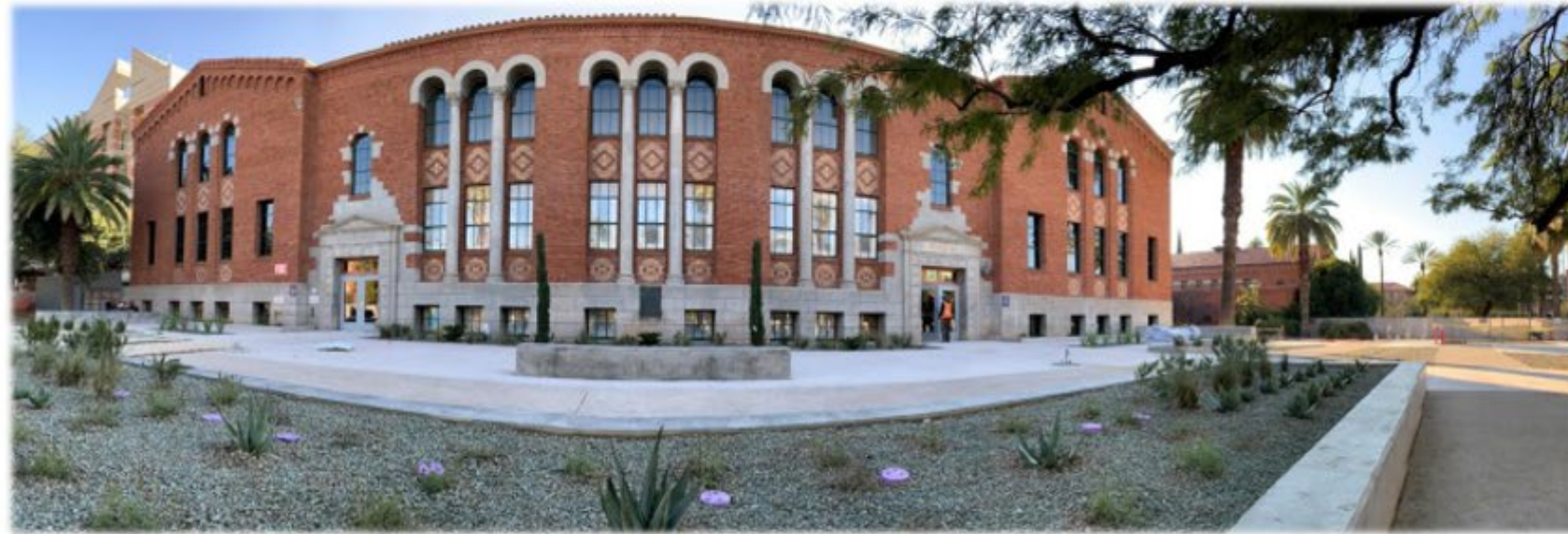


THE UNIVERSITY
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Chemistry Building Renovation & Addition

Update – January 31st, 2023

Current View from the Mall




SUNDT



The Future

Upcoming Classroom Renovations: Summer 2023

HARVILL: 121 and 221

New Multipurpose Small Meeting Rooms!
Reservable space for faculty, staff, and students

HARVILL: 134 and 140

Convert to Collaborative Classroom

KOFFLER: 204, 216, 218

Structural and architectural work to address lighting, ventilation, seating and accessibility

AEROSPACE AND MECHANICAL ENGINEERING (AME): S212

Resolve seating issues and enhance accessibility

Central Classroom Support

Central Classroom Support

To report any issues with this classroom

520-621-3852

To unlock the door after hours contact Security 520-621-8273

For emergencies dial 911

One-stop support line for **immediate classroom needs:**

- Technology
- Furniture
- Markers
- Cleanliness
- HVAC

Non-technical issues are processed and routed by the Classroom Coordinator to the corresponding support partner (Facilities Management, Custodial Services, Amer-x, etc.).

Technical issues are assigned to a Classroom Technology Service (CTS) tech and processed expeditiously.



Classroom Technology Services (CTS)

Services Offered

- Resolve Classroom Technology Issues
- Software Installation
- Event Set-Up

CSC Equipment

- Standard Classroom Technology
 - Computer
 - Projector/display
 - Document cameras
- Equipment by request

Demonstrations

A technical demonstration of your assigned Centrally Scheduled Classrooms can be set up through UITS-CTS via phone 520-621-3852, or through the [service portal](#).

Our Focus

- Ensure classroom equipment is maintained and technology is updated
- Use of the equipment is simple and intuitive
- Guidance and instruction are available upon request
- Reducing possible points of failure
- Providing timely, outstanding support when needed



Retiring Old Technology

RETIREMENT OF OLD TECHNOLOGY

- Obsolete technology to be retired Fall 2023
- DVD/BLU-RAY
 - Fall 2023 by request only
 - Fall 2024 no longer available

The University library will provide assistance in acquiring material in a streaming format and advise on the legality of digitizing materials

- For assistance on copyright from the University library contact the Scholarly Communication & Copyright Librarian at: edubinsky@arizona.edu
- For assistance with streaming video, please use the [streaming request form](#) or contact streaming@lib.arizona.edu

Minimum Requirements for Bringing Your Own Device

BEGINNING FALL 2023

If an instructor prefers to bring their own device to the classroom for instruction, the following requirements must be met in order to connect the device to classroom technology.

WINDOWS COMPUTER

- Operating System: Windows 10 or newer
- Available Ports: HDMI

APPLE COMPUTER

- Operating System: OS 13 or newer
- Available Ports: HDMI

Devices not permitted:

- Any computer that does not meet minimum tech requirements
- Phones (iPhone, Android etc...)
- iPads or other tablets

If you have questions about these new policies, please reach out to the CTS Manager, Brandon Howell at: brandonhowell@arizona.edu



Classroom Technology Services (CTS)

CTS Support Hours

- Monday–Friday: 7:30 AM–8:30 PM
- Saturday: 8 AM–4 PM - Technician On-Call
Note: If a technician is desired for a weekend event, this must be pre-arranged.
- Sunday and University holidays: CLOSED

Summer Semester Service Hours

- Monday–Friday: 8 AM–6 PM
- Saturday, Sunday, and university holidays: CLOSED
After-hours and weekend support is available upon request. This support must be pre-approved and a fee may apply.

Contact and Information

520-621-3852 (immediate needs)

<https://uarizona.service-now.com/> (search CTS)

<https://ctsrooms.arizona.edu>



Schedule Of Classes

Optimization

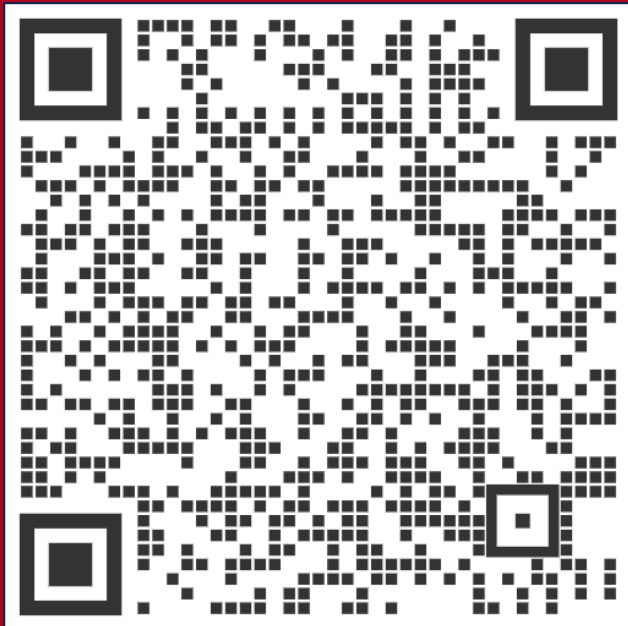
- [Room Assignment Process](#)
- Data entered during **Open Scheduling**
 - **Meeting pattern** (standard meeting patterns)
 - Requested **Room Capacity and Enrollment Capacity** (should match based on historical enrollment)
 - **Room Characteristics** (32- Centrally Scheduled; add [35- Collaborative Learning Space \(CLS\)](#) as needed. The assigned instructor must be on the CLS [Preferred Instructor List \(PIL\)](#) if requesting a CLS.)
 - **Facility ID** (999-RMRQST)

Managing Room Resources

- **Centrally Scheduled** and **Department Scheduled** rooms entered in UAccess / Ad Astra
 - Creates an accurate **Schedule of Classes** for students
 - Supports **Contact Minute Compliance** linked to accreditation
 - Supports **data-driven initiatives** (lactation spaces, all-gender restrooms, etc.)



Events Using Centrally Scheduled Classrooms



**View our Event
Policies page**

Rooms are available for events sponsored by

- University Staff/Faculty- academic related/ administrative related events
- ASUA Student Organizations- clubs, fraternities and sororities
- Insured, off-campus organizations — i.e., non-University of Arizona groups

How to reserve a room for an event

- Review the [Event Policies page](#)
- email rcshelp@arizona.edu to request an Ad Astra profile



Questions?



THANK YOU

Please visit our website at registrar.arizona.edu for additional information and resources available to the campus community.

Contact us at: Reghelp@arizona.edu



Office of the Registrar

**Please
join us!**



**Register to join the
open forum**

**We invite you to join us on our next
open forum!**

Supporting Military-Connected Students Through Enrollment and Benefit Certification

Join the Military-Connected Benefits & Certifications (MCBC) team to learn what specific, proactive measures can be taken to support veterans and other military-connected students in utilizing their financial benefits for undergraduate and graduate studies. The team will discuss the important support advisors and other student success advocates can offer in obtaining the required documentation, adhering to timelines, and fostering best practices through enrollment and benefit certification.

March 21, 2023 1 to 2 p.m.

