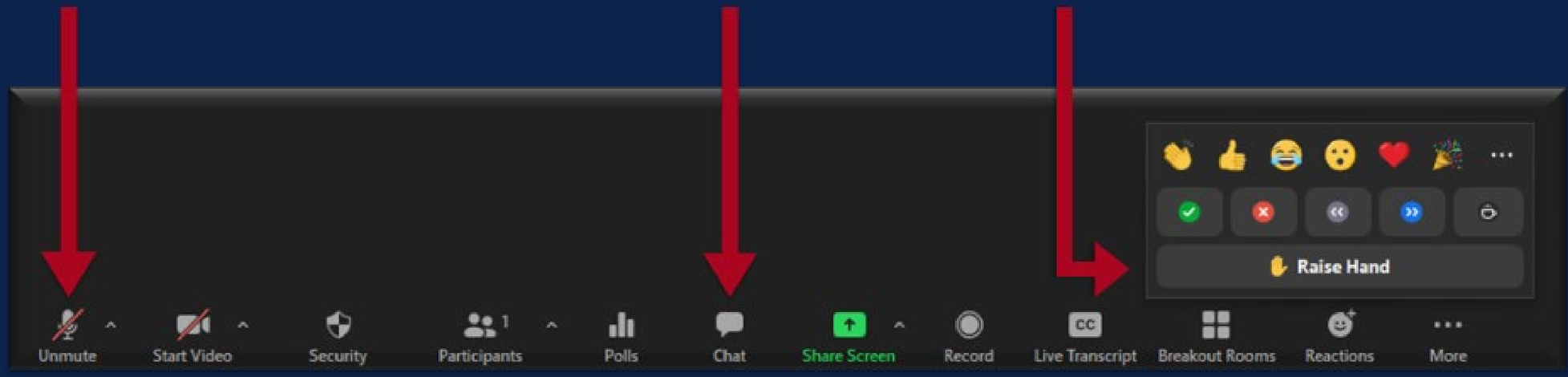
# Open Scheduling Winter 2023 and Spring 2024 Kickoff Webinar

Office of the Registrar

**Not Speaking?**
Please stay muted

**Questions?**
Use the chat or raise your hand




Office of the Registrar

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

# WONDER MAKES US

## Thank you, Cori!

**Jaclyn Pryor**
Assistant Registrar,
Room & Course Scheduling

**Angelica Medina**
Academic Records Coordinator,
Room & Course Scheduling

**Jenna Childers**
Classroom Services Coordinator,
Room & Course Scheduling

**William Graessle**
Academic Records Specialist,
Room & Course Scheduling

**Vicky Polashenski**
Academic Records Specialist,
Room & Course Scheduling

# AGENDA

- Recent Enhancements
- Policy Changes
- Overview of Scheduling
- Resolution Weeks
- Announcements
- Questions

# Recent Enhancement Follow-up:

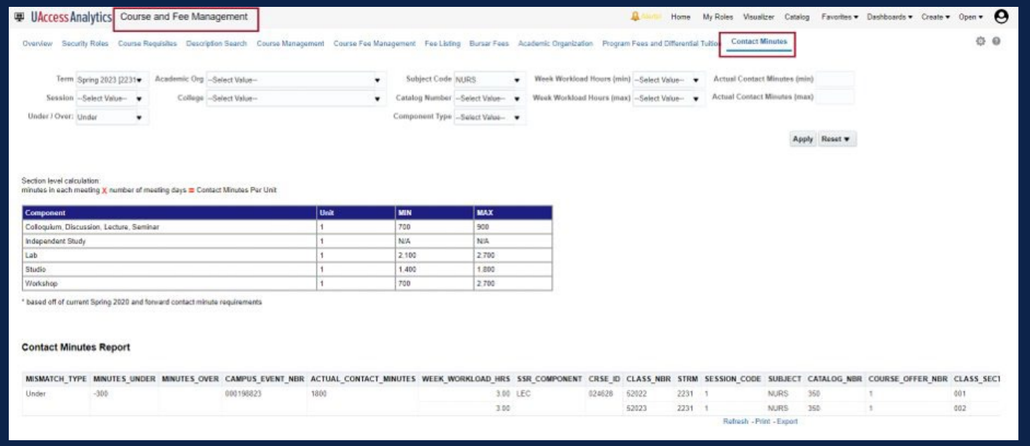
**Resource Guide:**
**Class Contact Minutes**

## Contact Minutes

- Contact Minute Compliance Communications
  - More proactive approach to communication and compliance
- Contact minutes have an established range based on the course component
- For courses with multiple components contact minutes are calculated across all components

## Potential Resolutions

- Update Class Modality and Meeting pattern to reflect instructional minutes (most common)
- Course Modification






Office of the Registrar

# Policy Change: Low Enrollment and No Enrollment

## Low Enrollment

Low enrollment less than 70% room fill by August 1, 2023

## Action

RCS will:

- Offer rooms better suited for anticipated enrollment
- Request room swaps based on need to accommodate larger classes

## No Enrollment

Zero students enrolled by August 1, 2023

## Action

RCS will:

- Email list of class sections moved to class status tentative
- Departments may choose to cancel sections
- Centrally Scheduled Classrooms are released

# New Course Attribute

## Language of Instruction Tracking

- Non-Language courses with an Instructional Language other than English
- Support expectations for student success
- Support tracking for transcript and certificate awarding

# Open Scheduling

**May 1, 2023 -July 31, 2023**
Winter 2023/ Spring 2024

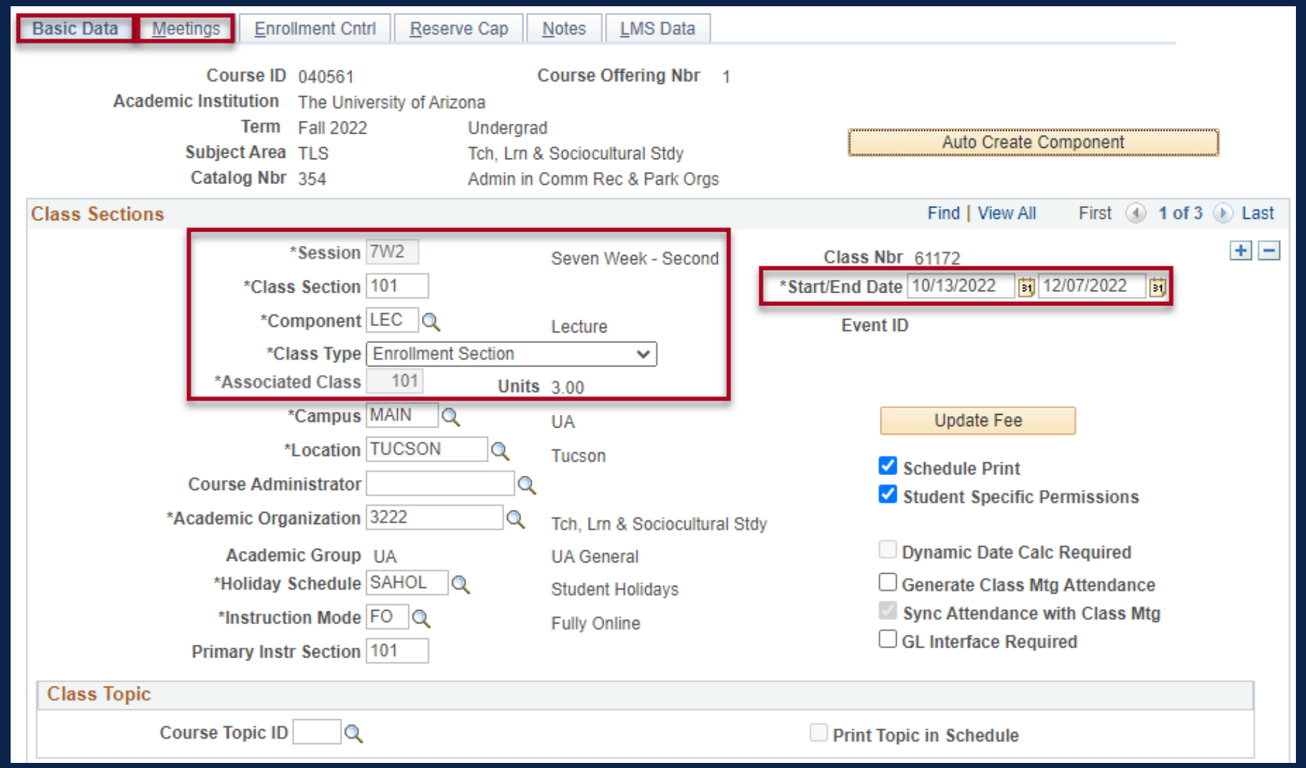
**May 1, 2023 -July 1, 2023**
**(this has been extended to July 3)**
Priority Scheduling, Common Finals & CLS Request Deadline

**August 1, 2023**
Section Forms Open

# Topics

- Basic Data
- Meeting Patterns
- Facility ID
- Room Characteristics
- Capacities – Room Request &
- Enrollment
- Instructor Table
- Analytic Resources

# Basic Data




- Be careful- some field criteria auto populates!
  - Ensure the necessary changes are made to accurately reflect the course details
- Verify **Session Code** & **Start/ End** dates
  - 7W2 session needs coordinating start/ end dates
  - Verify same information on **Meeting Tab**
- Ensure **Associated Class** number matches **Class Section number**.
- If creating multiple components, select **Class Type** based on **Component** requirement according to the catalog.

# Meeting Pattern

- Verify **Meeting Pattern time**:
  - Common issue: 12am - 12am, 3:00am - 3:50am, 12am - 1 pm, or etc.

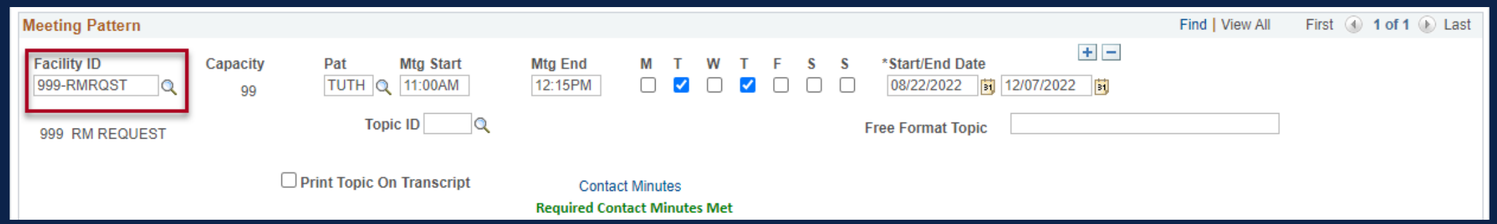
- **Standard Meeting Pattern Days**
  - Non-standard are more difficult to assign rooms based on limited room availability.
  - Non-standard meeting patterns prevent RCS from maximizing room use efficiently

- **35/35/30 guideline**
  - Strategic planning within your own schedule will reduce inter-subject competition for rooms
  - When multiple sections of a course are created, spread out meeting times
    - i.e., multiple sections that share requested meeting patterns will compete for room resources
    - Opportunity to balance and fill rooms when using multiple non-standard sections to imitate a standard meeting pattern

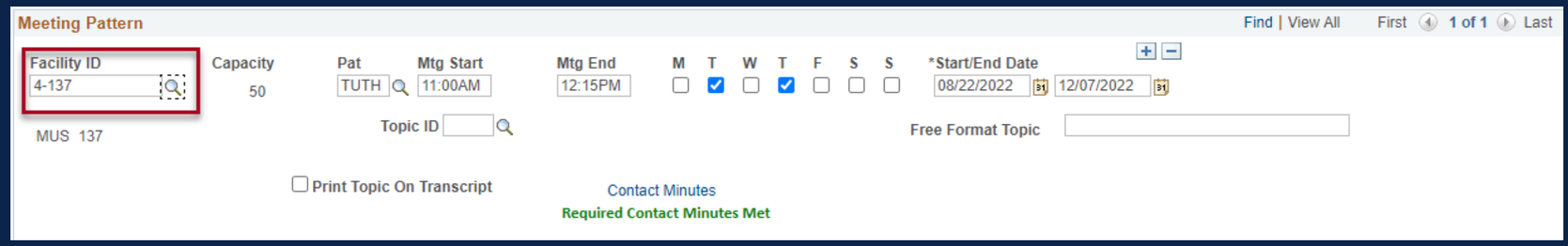
- **Components** require a meeting pattern for contact minute compliance (exception IND)

# Facility ID

- During open scheduling, the **Facility ID** field is where a **Centrally Scheduled Classroom** request is entered.
  - If a Centrally Scheduled Classroom is needed enter ID: 999-RMRQST in the Facility ID field
    - Do not enter a specific CSC Facility ID
  - **The facility ID field** is emptied prior to optimization to allow for the automatic room assignment process
  - Rooms are auto-assigned to maximize room use efficiency
    - If changes to room assignments are needed after optimization, please schedule a **Resolution Week Appointment**.




- If a **Departmentally Scheduled Classroom** will be used, enter that information during open scheduling



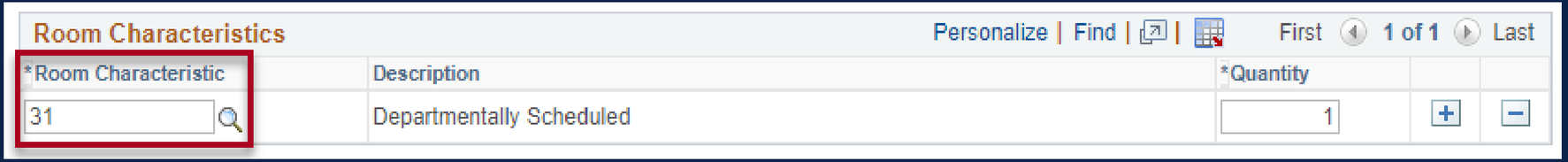



Office of the Registrar

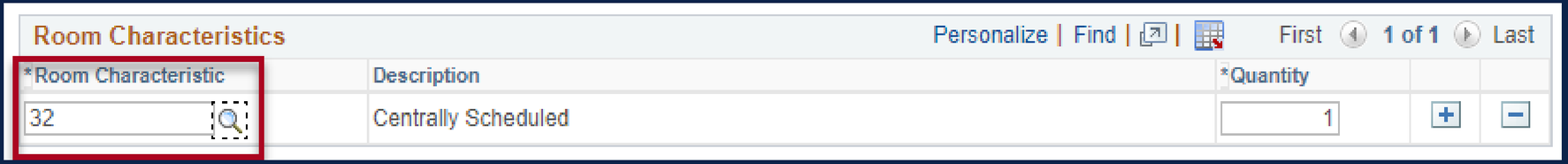
# Room Characteristics

## Room Characteristics Indicate the Type of Classroom Desired

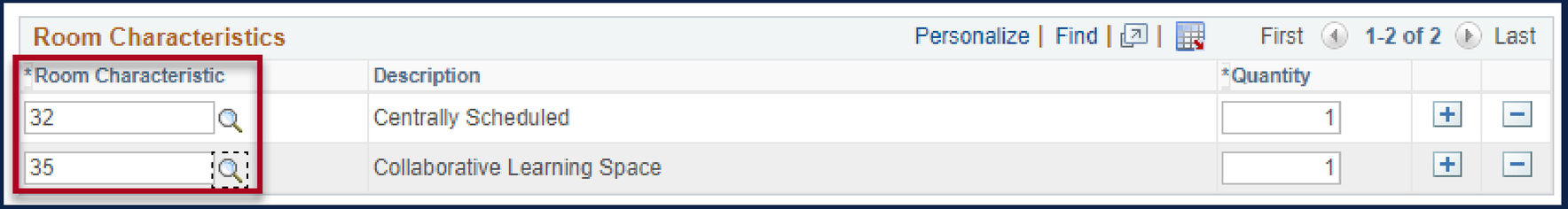
- 31 - Departmentally Scheduled Classroom



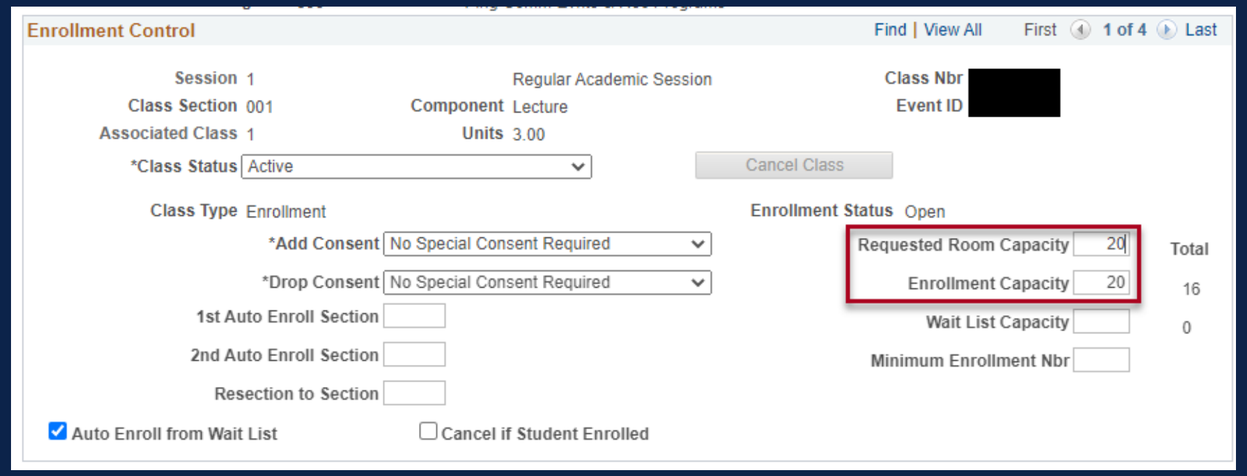

- 32 - Centrally Scheduled Classroom




- 32 & 35 - Centrally Scheduled Collaborative Learning Space

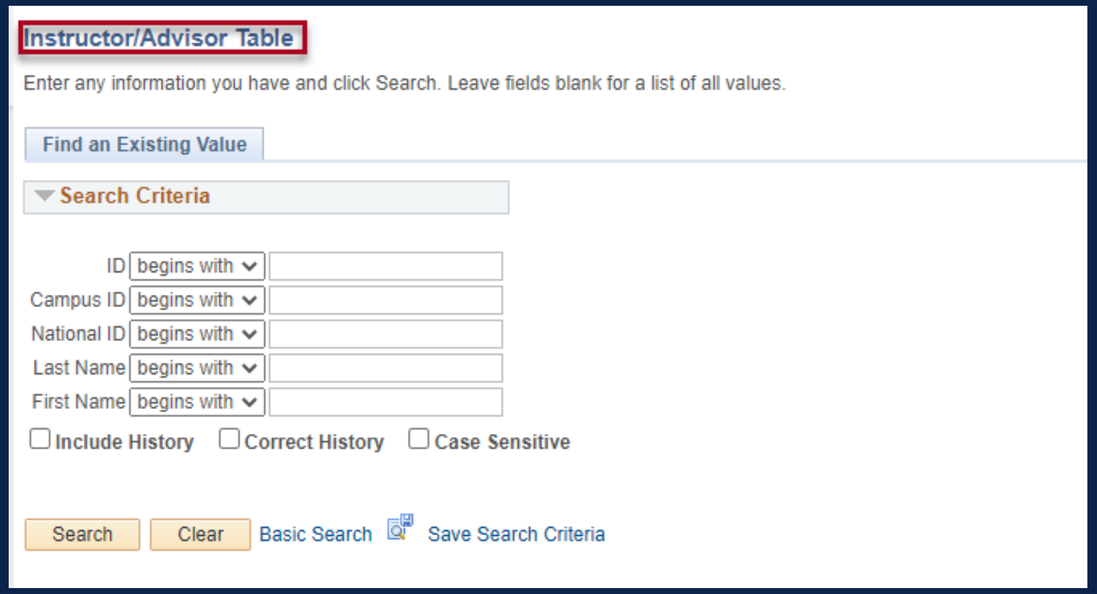


# Capacities:
# Room Request & Enrollment




- The **Room Request Capacity** field and **Enrollment Capacity** field should match based on historical enrollment
- Over-inflating room requests limits the chance of being assigned a room during automatic room assignments (i.e., optimization)
- Courses assigned oversized rooms are subject to relocation based on enrollment at the start of the term

# Instructor/ Advisor Table




- Verify that the instructor is active for the term they are instructing in:
  - Fall 8/1/ term year
  - Spring 1/1/ term year

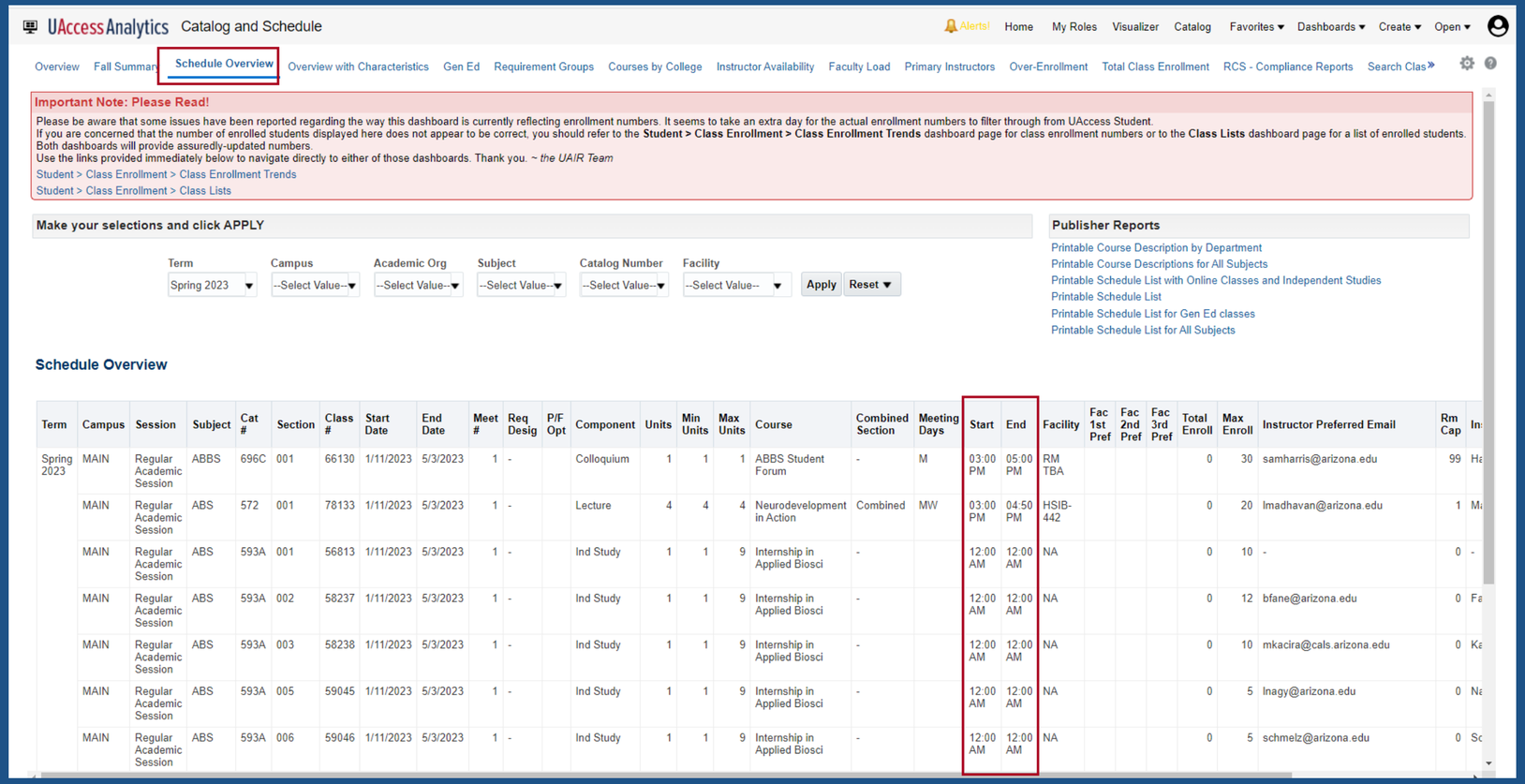
- Please update the **Instructor/Advisor Table** prior to the start of each term.
  - Required Trainings and University communications rely on the accuracy of this list.

- Access year round!

# UAccess Analytics Resources:

## Meeting Incomplete

UAccess Analytics> Dashboards> Catalog and Schedule> Schedule Overview> check Start & End times



UAccess Analytics Catalog and Schedule

Alerts! Home My Roles Visualizer Catalog Favorites Dashboards Create Open

Overview | Fall Summary | Schedule Overview | Overview with Characteristics | Gen Ed | Requirement Groups | Courses by College | Instructor Availability | Faculty Load | Primary Instructors | Over-Enrollment | Total Class Enrollment | RCS - Compliance Reports | Search Clas

**Important Note: Please Read!**

Please be aware that some issues have been reported regarding the way this dashboard is currently reflecting enrollment numbers. It seems to take an extra day for the actual enrollment numbers to filter through from UAccess Student.
If you are concerned that the number of enrolled students displayed here does not appear to be correct, you should refer to the **Student > Class Enrollment > Class Enrollment Trends** dashboard page for class enrollment numbers or to the **Class Lists** dashboard page for a list of enrolled students. Both dashboards will provide assuredly-updated numbers.
Use the links provided immediately below to navigate directly to either of those dashboards. Thank you. *~ the UAIR Team*

Student > Class Enrollment > Class Enrollment Trends
Student > Class Enrollment > Class Lists

**Make your selections and click APPLY**

Term: Spring 2023 | Campus: --Select Value-- | Academic Org: --Select Value-- | Subject: --Select Value-- | Catalog Number: --Select Value-- | Facility: --Select Value-- | Apply | Reset

**Publisher Reports**

- Printable Course Description by Department
- Printable Course Descriptions for All Subjects
- Printable Schedule List with Online Classes and Independent Studies
- Printable Schedule List
- Printable Schedule List for Gen Ed classes
- Printable Schedule List for All Subjects

**Schedule Overview**

| Term | Campus | Session | Subject | Cat # | Section | Class # | Start Date | End Date | Meet # | Req Desig | P/F Opt | Component | Units | Min Units | Max Units | Course | Combined Section | Meeting Days | Start | End | Facility | Fac 1st Pref | Fac 2nd Pref | Fac 3rd Pref | Total Enroll | Max Enroll | Instructor Preferred Email | Rm Cap | In |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Spring 2023 | MAIN | Regular Academic Session | ABBS | 696C | 001 | 66130 | 1/11/2023 | 5/3/2023 | 1 | - | | Colloquium | 1 | 1 | 1 | ABBS Student Forum | - | M | 03:00 PM | 05:00 PM | RM TBA | | | | 0 | 30 | samharris@arizona.edu | 99 | Ha |
| | MAIN | Regular Academic Session | ABS | 572 | 001 | 78133 | 1/11/2023 | 5/3/2023 | 1 | - | | Lecture | 4 | 4 | 4 | Neurodevelopment in Action | Combined | MW | 03:00 PM | 04:50 PM | HSIB-442 | | | | 0 | 20 | lmadhavan@arizona.edu | 1 | Ma |
| | MAIN | Regular Academic Session | ABS | 593A | 001 | 56813 | 1/11/2023 | 5/3/2023 | 1 | - | | Ind Study | 1 | 1 | 9 | Internship in Applied Biosci | - | | 12:00 AM | 12:00 AM | NA | | | | 0 | 10 | - | 0 | - |
| | MAIN | Regular Academic Session | ABS | 593A | 002 | 58237 | 1/11/2023 | 5/3/2023 | 1 | - | | Ind Study | 1 | 1 | 9 | Internship in Applied Biosci | - | | 12:00 AM | 12:00 AM | NA | | | | 0 | 12 | bfane@arizona.edu | 0 | Fa |
| | MAIN | Regular Academic Session | ABS | 593A | 003 | 58238 | 1/11/2023 | 5/3/2023 | 1 | - | | Ind Study | 1 | 1 | 9 | Internship in Applied Biosci | - | | 12:00 AM | 12:00 AM | NA | | | | 0 | 10 | mkacira@cals.arizona.edu | 0 | Ka |
| | MAIN | Regular Academic Session | ABS | 593A | 005 | 59045 | 1/11/2023 | 5/3/2023 | 1 | - | | Ind Study | 1 | 1 | 9 | Internship in Applied Biosci | - | | 12:00 AM | 12:00 AM | NA | | | | 0 | 5 | lnagy@arizona.edu | 0 | Na |
| | MAIN | Regular Academic Session | ABS | 593A | 006 | 59046 | 1/11/2023 | 5/3/2023 | 1 | - | | Ind Study | 1 | 1 | 9 | Internship in Applied Biosci | - | | 12:00 AM | 12:00 AM | NA | | | | 0 | 5 | schmelz@arizona.edu | 0 | Sc |



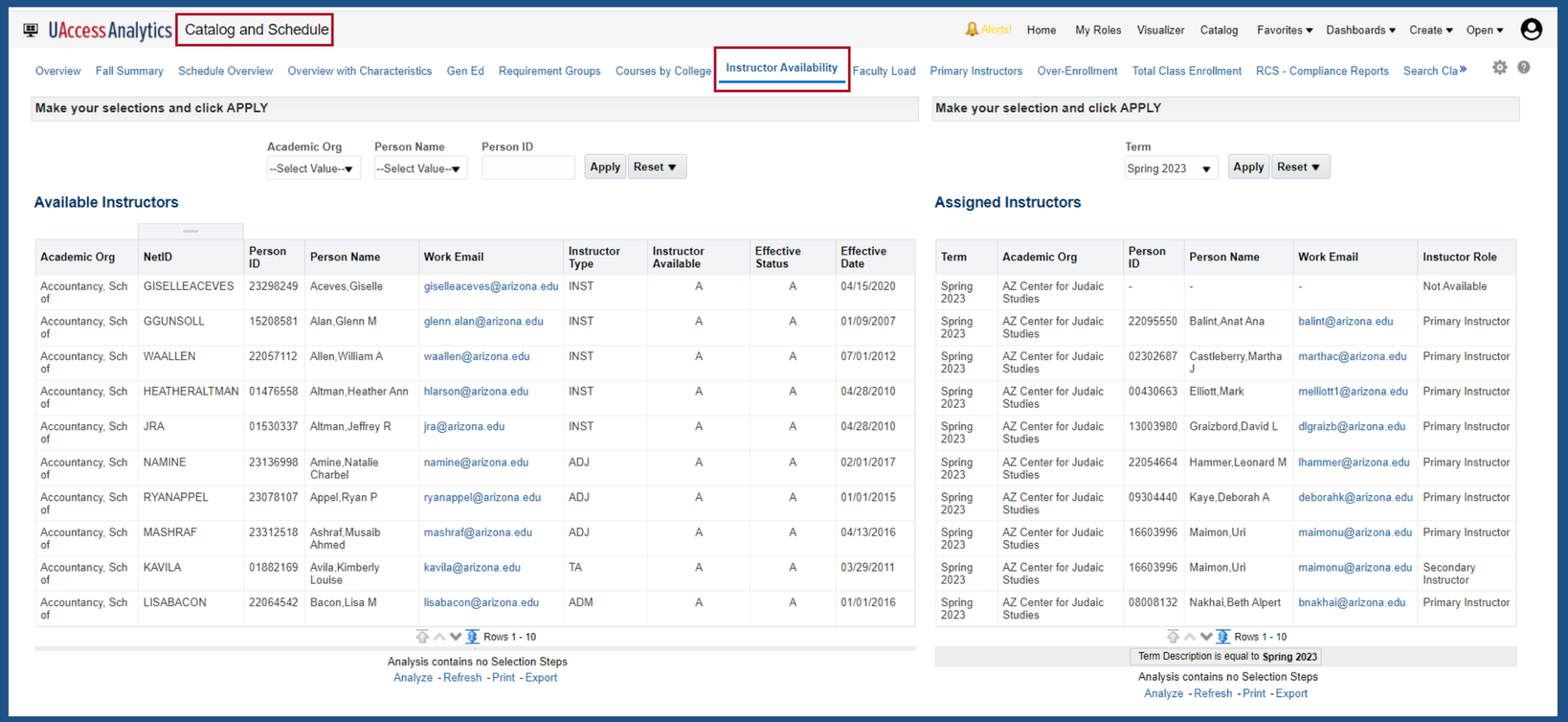
Office of the Registrar

# UAccess Analytics Resources:

## Instructor Availability

UAccess Analytics> Dashboards> Catalog and Schedule> Instructor Availability> check instructors listed by Academic Org.

Instructor Availability- **Resource Guide**




Please contact RCS for assistance related to Course Scheduling Analytic Reporting navigation.



Office of the Registrar

# Resolution Weeks

Monday, August 21, 2023-
Friday, September 1, 2023

Schedule an appointment with RCS for one-on-one assistance with:

- Room assignments needed after optimization
- Changes to room assignments
- Corrections to class section set-up

April 18, 2023 – Open Scheduling Winter 2023 and Spring 2024 Kickoff

Office of the Registrar

# Navigation Tile

## Coming soon!

- The navigation tile will be our one-stop shop to streamline the process of creating the Schedule of Classes.
- Designed to guide the user through the cycle of class scheduling.
- Improved transparency with updated names for scheduling tiles.

# Department Scheduler Training

## Coming soon!

Our upcoming Department Scheduler training is being created for faculty and staff who manage the Schedule of Classes for their department.

Department schedulers add, cancel and adjust classes in preparation for the publishing of the bi-annual Schedule of Classes by the Office of the Registrar.

This new training program will ensure that all department schedulers receive the same, comprehensive training required to complete their work.

April 18, 2023 – Open Scheduling Winter 2023 and Spring 2024 Kickoff

Office of the Registrar

# Chemistry & The Commons Open House

Wednesday, April 19 between 11 a.m. to 3 p.m.
**Building Tours & Classroom Demos Schedule**

Join personnel from Chemistry & BioChemistry, Classroom Committee, and General Education onsite for tours and demos!

April 18, 2023 – Open Scheduling Winter 2023 and Spring 2024 Kickoff

Office of the Registrar

# You Asked... We Answer!

1. When I get a communication about contact minutes how do I figure out the necessary contact minutes for a course?

2. What can be done if a room is not assigned during Optimization?

3. How do courses qualify for Priority Scheduling criteria and how do we register our courses that do qualify?

4. [After Resolution Week] Sometimes (for example) we get emails saying our minutes are not compliant, or that something else is off or needs to be fixed. Is there a way to see everything that might be wrong with a course during Resolution Week? I understand if that's impossible due to too many moving parts. It just seems sometimes that some parts of the scheduling don't seem to "talk" to others and we have to make changes later that affect the students and require explanations from us.

# Questions?

# THANK YOU

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

**Contact us at: rcshelp@arizona.edu**

Office of the Registrar