



Open Scheduling Winter 2023 and Spring 2024 Kickoff Webinar

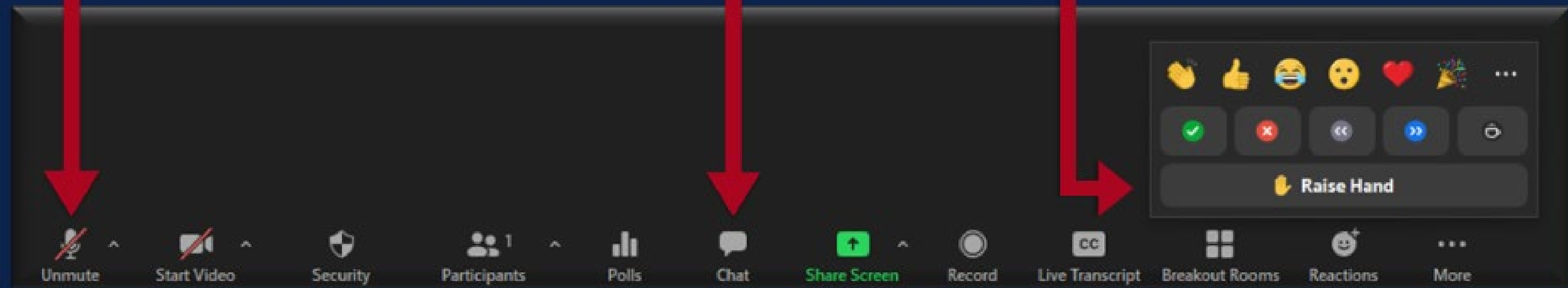


Office of the Registrar

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

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



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Academic Records Specialist,
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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

UAccessAnalytics

Course and Fee Management

HomeMy RolesVisualizerCatalogFavoritesDashboardsCreateOpen

OverviewSecurity RolesCourse RequisitesDescription SearchCourse ManagementCourse Fee ManagementFee ListingBursar FeesAcademic OrganizationProgram Fees and Differential TuitionContact Minutes

Term: Spring 2023 [2231]▼

Academic Org: --Select Value--▼

Subject Code: NURS▼

Week Workload Hours (min): --Select Value--▼

Actual Contact Minutes (min):

Session: --Select Value--▼

College: --Select Value--▼

Catalog Number: --Select Value--▼

Week Workload Hours (max): --Select Value--▼

Actual Contact Minutes (max):

Under / Over: Under▼

Component Type: --Select Value--▼

ApplyReset▼

Section level calculation:
minutes in each meeting X number of meeting days = Contact Minutes Per Unit

Component	Unit	MIN	MAX
Colloquium, Discussion, Lecture, Seminar	1	700	900
Independent Study	1	N/A	N/A
Lab	1	2,100	2,700
Studio	1	1,400	1,800
Workshop	1	700	2,700

* based off of current Spring 2020 and forward contact minute requirements

Contact Minutes Report

MISMATCH_TYPE	MINUTES_UNDER	MINUTES_OVER	CAMPUS_EVENT_NBR	ACTUAL_CONTACT_MINUTES	WEEK_WORKLOAD_HRS	SSR_COMPONENT	CRSE_ID	CLASS_NBR	STRM	SESSION_CODE	SUBJECT	CATALOG_NBR	COURSE_OFFER_NBR	CLASS_SECT
Under	-300		000190823	1800	3.00	LEC	024528	52022	2231	1	NURS	350	1	001
					3.00			52023	2231	1	NURS	350	1	002

RefreshPrintExport



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

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes LMS Data

Course ID 040561 Course Offering Nbr 1
Academic Institution The University of Arizona
Term Fall 2022 Undergrad
Subject Area TLS Tch, Lrn & Sociocultural Stdy
Catalog Nbr 354 Admin in Comm Rec & Park Orgs

Auto Create Component

Class Sections Find View All First 1 of 3 Last

*Session 7W2 Seven Week - Second
*Class Section 101
*Component LEC Lecture
*Class Type Enrollment Section
*Associated Class 101 Units 3.00
*Campus MAIN UA
*Location TUCSON Tucson
Course Administrator
*Academic Organization 3222 Tch, Lrn & Sociocultural Stdy
Academic Group UA UA General
*Holiday Schedule SAHOL Student Holidays
*Instruction Mode FO Fully Online
Primary Instr Section 101

Class Nbr 61172
*Start/End Date 10/13/2022 12/07/2022
Event ID

Update Fee

☒ Schedule Print
☒ Student Specific Permissions
☐ Dynamic Date Calc Required
☐ Generate Class Mtg Attendance
☒ Sync Attendance with Class Mtg
☐ GL Interface Required

Class Topic
Course Topic ID Print Topic in Schedule

- 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**.

The screenshot shows the 'Meeting Pattern' form. The 'Facility ID' field is highlighted with a red box and contains the text '999-RMRQST'. Below the field, the text '999 RM REQUEST' is visible. Other fields include 'Capacity' (99), 'Pat' (TUTH), 'Mtg Start' (11:00AM), 'Mtg End' (12:15PM), and a weekly schedule grid with checkboxes for M, T, W, T, F, S, S. The dates '08/22/2022' and '12/07/2022' are entered in the '*Start/End Date' field. At the bottom, there is a checkbox for 'Print Topic On Transcript' and a green status message 'Required Contact Minutes Met'.

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

The screenshot shows the 'Meeting Pattern' form. The 'Facility ID' field is highlighted with a red box and contains the text '4-137'. Below the field, the text 'MUS 137' is visible. Other fields include 'Capacity' (50), 'Pat' (TUTH), 'Mtg Start' (11:00AM), 'Mtg End' (12:15PM), and a weekly schedule grid with checkboxes for M, T, W, T, F, S, S. The dates '08/22/2022' and '12/07/2022' are entered in the '*Start/End Date' field. At the bottom, there is a checkbox for 'Print Topic On Transcript' and a green status message 'Required Contact Minutes Met'.

Room Characteristics

Room Characteristics Indicate the Type of Classroom Desired

- 31 - Departmentally Scheduled Classroom

Room Characteristics			Personalize	Find			First	1 of 1	Last
*Room Characteristic	Description	*Quantity							
31	Departmentally Scheduled	1							

- 32 - Centrally Scheduled Classroom

Room Characteristics			Personalize	Find			First	1 of 1	Last
*Room Characteristic	Description	*Quantity							
32	Centrally Scheduled	1							

- 32 & 35 - Centrally Scheduled Collaborative Learning Space

Room Characteristics			Personalize	Find			First	1-2 of 2	Last
*Room Characteristic	Description	*Quantity							
32	Centrally Scheduled	1							
35	Collaborative Learning Space	1							

Capacities: Room Request & Enrollment

The screenshot shows the 'Enrollment Control' form for a 'Regular Academic Session'. The form includes fields for 'Session 1', 'Class Section 001', 'Component Lecture', 'Associated Class 1', 'Units 3.00', 'Class Nbr', and 'Event ID'. The 'Class Status' is set to 'Active'. The 'Class Type' is 'Enrollment' and the 'Enrollment Status' is 'Open'. The 'Add Consent' and 'Drop Consent' are both set to 'No Special Consent Required'. The 'Requested Room Capacity' and 'Enrollment Capacity' are both set to 20, which are highlighted with a red box. The 'Wait List Capacity' is 0 and the 'Minimum Enrollment Nbr' is empty. The 'Total' enrollment is 16. There are checkboxes for 'Auto Enroll from Wait List' (checked) and 'Cancel if Student Enrolled' (unchecked).

Field	Value
Requested Room Capacity	20
Enrollment Capacity	20
Wait List Capacity	0
Minimum Enrollment Nbr	
Total	16

- 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

Instructor/Advisor Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

ID begins with


Campus ID begins with

National ID begins with

Last Name begins with

First Name begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

Search Clear Basic Search  Save Search Criteria

- 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

UAccessAnalytics

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 Class

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	Imadhavan@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	Ke
	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	Ne
	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



UAccess Analytics Resources:

Instructor Availability

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

Instructor Availability- Resource Guide

UAccessAnalyticsCatalog and Schedule

Alerts!HomeMy RolesVisualizerCatalogFavoritesDashboardsCreateOpen

OverviewFall SummarySchedule OverviewOverview with CharacteristicsGen EdRequirement GroupsCourses by CollegeInstructor AvailabilityFaculty LoadPrimary InstructorsOver-EnrollmentTotal Class EnrollmentRCS - Compliance ReportsSearch Cla

Make your selections and click APPLY

Academic Org

--Select Value--

Person Name

--Select Value--

Person ID

Apply

Reset

Available Instructors

Academic Org	NetID	Person ID	Person Name	Work Email	Instructor Type	Instructor Available	Effective Status	Effective Date
Accountancy, Sch of	GISELLEACEVES	23298249	Aceves, Giselle	giselleaceves@arizona.edu	INST	A	A	04/15/2020
Accountancy, Sch of	GGUNSOLL	15208581	Alan, Glenn M	glenn.alan@arizona.edu	INST	A	A	01/09/2007
Accountancy, Sch of	WAALLEN	22057112	Allen, William A	waallen@arizona.edu	INST	A	A	07/01/2012
Accountancy, Sch of	HEATHERALTMAN	01476558	Altman, Heather Ann	hlarson@arizona.edu	INST	A	A	04/28/2010
Accountancy, Sch of	JRA	01530337	Altman, Jeffrey R	jra@arizona.edu	INST	A	A	04/28/2010
Accountancy, Sch of	NAMINE	23136998	Amine, Natalie Charbel	namine@arizona.edu	ADJ	A	A	02/01/2017
Accountancy, Sch of	RYANAPPEL	23078107	Appel, Ryan P	ryanappel@arizona.edu	ADJ	A	A	01/01/2015
Accountancy, Sch of	MASHRAF	23312518	Ashraf, Musaib Ahmed	mashraf@arizona.edu	ADJ	A	A	04/13/2016
Accountancy, Sch of	KAVILA	01882169	Avila, Kimberly Louise	kavila@arizona.edu	TA	A	A	03/29/2011
Accountancy, Sch of	LISABACON	22064542	Bacon, Lisa M	lisabacon@arizona.edu	ADM	A	A	01/01/2016

Rows 1 - 10

Analysis contains no Selection Steps
Analyze - Refresh - Print - Export

Make your selection and click APPLY

Term

Spring 2023

Apply

Reset

Assigned Instructors

Term	Academic Org	Person ID	Person Name	Work Email	Instructor Role
Spring 2023	AZ Center for Judaic Studies	-	-	-	Not Available
Spring 2023	AZ Center for Judaic Studies	22095550	Balint, Anat Ana	balint@arizona.edu	Primary Instructor
Spring 2023	AZ Center for Judaic Studies	02302687	Castleberry, Martha J	marthac@arizona.edu	Primary Instructor
Spring 2023	AZ Center for Judaic Studies	00430663	Elliott, Mark	melliott1@arizona.edu	Primary Instructor
Spring 2023	AZ Center for Judaic Studies	13003980	Graizbord, David L	dlgraizb@arizona.edu	Primary Instructor
Spring 2023	AZ Center for Judaic Studies	22054664	Hammer, Leonard M	lhammer@arizona.edu	Primary Instructor
Spring 2023	AZ Center for Judaic Studies	09304440	Kaye, Deborah A	deborahk@arizona.edu	Primary Instructor
Spring 2023	AZ Center for Judaic Studies	16603996	Maimon, Uri	maimonu@arizona.edu	Primary Instructor
Spring 2023	AZ Center for Judaic Studies	16603996	Maimon, Uri	maimonu@arizona.edu	Secondary Instructor
Spring 2023	AZ Center for Judaic Studies	08008132	Nakhai, Beth Alpert	bnakhai@arizona.edu	Primary Instructor

Rows 1 - 10

Term Description is equal to Spring 2023
Analysis contains no Selection Steps
Analyze - Refresh - Print - Export

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

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



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



Coming soon!



Navigation Tile

- 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.



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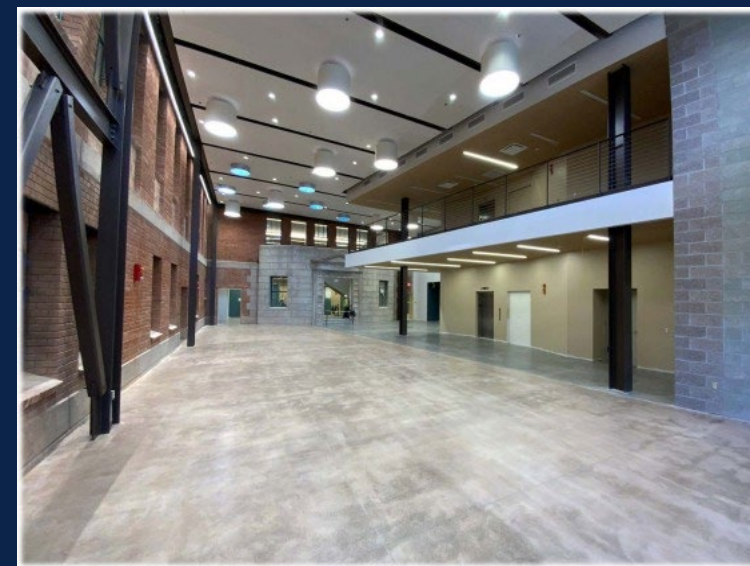
Office of the Registrar

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!



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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