Managing the Schedule of Classes

Provided by the Office of the Registrar
Room & Course Scheduling
Agenda

• Introductions
• Goals
• Admin vs. Student View
• Definitions
• Scheduling Timeline
• Gathering Class Information
• Hands On Experience
Introductions

• You have requested to take this training to understand how to manage your departments Schedule of Classes in UAccess.

• Let’s take this time to get to know one another.
Goals

• **Goal 1:** Understand the Schedule of Classes.

• **Goal 2:** Understand the Schedule of Classes Timeline.

• **Goal 3:** Understand how the Course Catalog and Schedule of Classes are connected.

• **Goal 4:** Understand what information to collect from your department.

• **Goal 5:** Understand how to add, maintain, and cancel a class.

• **Goal 6:** Understand Cross-Listings
Scheduler Introductions

• Name:

• Department:

• Current job & duties:

• What brought you to UArizona:
Course Admin vs. Student View

Course/ Course Catalog

• The structure of a class that can be offered in the Schedule of Classes. It provides the course title, description, units, grading basis, fees, and component.

• SIE 100

Browse Catalog

• The Browse Catalog also provides the basic structure of a course offered at the University of Arizona. It is linked to the Course Catalog and the Schedule of Classes. It provides the overview of the course's learning outcomes, units, grading basis, and component type (lecture, lab, etc.). It lives in UAccess and is used by current and incoming Students. The information is term specific.
Course Admin vs. Browse Catalog

TAR 116 - Introduction to Stage Costume Construction

Course Detail
- Career: Undergraduate
- Units: 3.00
- Grading Basis: Regular Grades

Course Offering
- Course ID: 034330
- Effective Date: 08/01/2017
- Status: Active
- Course Offering: 1 of 2

Description:
Insect Biology
EIS 515R

Enrollment Information
Typically Offered Semester(s): Main campus: Fall, Spring

Description
Basic principles of construction process and techniques. Use of materials for stage costumes.

Characteristics
- Flat Fee $10.00
- iCourse Fee $50.00

Course Requisites
TAR 118 for Theatre Arts Majors.

Course Schedule
- Terms Offered: Spring 1996
- Sections for Spring 1996

TAR 116 Sections for Spring 1996

Repeat for Credit Rules
- Repeat for Credit: Total Units Allowed: 3.00
- Allow Multiple Enroll in Term: Total Completions Allowed: 1
Schedule of Classes

• The Schedule of Classes is the list of sections/classes offered from the Course Catalog Course List during a given semester. The Schedule of Classes includes information on the session, day/time, instructor, campus/location and class roster of a sections/classes.

• *SIE 100 and all the sections offered 001-006 for this course in Fall 2019*

Class Search

• Where students can search for a class for a given term.

Section

• The course offered in a given semester in the Schedule of Classes. It has the time and place a course is being offered.

• *SIE 100-001, PLS 330-005, ENGL 106-101*
Schedule of Classes vs. Class Search

SLHS 255 - 001  Hearing, Health and Society

University of Arizona - Main

This course introduces students to critical thinking in relation to hearing loss and quality of life issues associated with a disability across the life span.

Status
Open

Class Number
81831

Session
Regular Academic Session

Units
3 units

Instruction Mode
Live Online

Class Components
Lecture Required

Career
Undergraduate

Grading
Regular Grades A, B, C, D, E

Important Information - Live Online
This class will be offered in a Live Online format. Students and instructors will meet simultaneously through an online platform. Students must be available during scheduled class meetings, and will require sufficient Internet bandwidth to join the classes via video link. Students who are unable to attend a class due to illness during the semester will be able to stay current with class work via remote methods.

Meeting Information

<table>
<thead>
<tr>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>TuTh 3:30PM - 4:45PM</td>
<td>Live Online</td>
<td>Aileen Worl</td>
<td>01/13/2021 - 05/05/2021</td>
</tr>
</tbody>
</table>

Enrollment Information
10 Basic Definitions

1. Room and Course Scheduling (RCS)
   - A department in the Office of the Registrar that oversees the Schedule of Classes, Events and Centrally Scheduled Classrooms for the University of Arizona.

2. UAccess
   - The PeopleSoft software that we use to manage the Schedule of Classes and Course Catalog at the University of Arizona
3. Term

- The semester a class takes place. For Spring 2021, we abbreviate the term as 2211.
- Year – Remove the second digit in a four digit year,
  - 2021 is 221
- Semester – Is the fourth digit after the Term
  - Spring is 1
  - Summer is 2
  - Fall is 4
  - Winter is 5

Test your knowledge:

- Summer 2016 2162
- 2191 Spring 2019
- Winter 2019 2195
- 2214 Fall 2021
4. **Session**
   - A set start and end date within a term such as Regular Session, 7 week etc.

5. **Campus**
   - Part of the University students are admitted in ie. MAIN, DIST, ONLN, etc.

6. **Location**
   - Part of a campus students enroll in ie. MAIN: Tucson  SOUTH: Nogales etc.

7. **Component**
   - The format the class is taught in ie. Lecture, discussion, lab etc.

8. **Mode**
   - How the class is delivered ie. In Person (P), Flex In-Person (HY), Live-Online (R), Fully Online (FO), Interactive Broadcast (ITV)
This is an example of a Section in the Schedule of Classes

ie. 2194 EIS 515R-001

| Course ID: | 034330 |
| Academic Institution: | The University of Arizona |
| Term: | Fall 2019 |
| Subject Area: | EIS |
| Catalog Nbr: | 515R |
| **Class Sections** |
| Session: | 1 Regular Academic Session |
| Class Section: | 001 |
| Component: | LEC Lecture |
| Class Type: | 1 Enrollment 3.00 |
| Associated Class: | |
| Campus: | MAIN UA |
| Location: | TUCSON Tucson |
| Course Administrator: | |
| Academic Organization: | 2501-EIS Entomology & Insect Sci, GIDP |
| Academic Group: | UA UA General |
| Holiday Schedule: | SAHOL Student Holidays |
| Instruction Mode: | P In Person |
| Primary Instr Section: | 001 |
9. **Centrally Scheduled Classrooms (CSC)**
   - Room & Course Scheduling in the Office of the Registrar handles scheduling in about 250 rooms across campus known as Centrally Scheduled Classrooms (CSC). We schedule both events and classes in CSC spaces.
   - *So what is a Departmentally Scheduled Classroom?*

10. **Facility ID**
    - 999-RMRQST – requesting a CSC
    - 999-REMOTE- Live Online
    - 999-ONLINE – for FO meetings
    - 202-A118 – DSC
    - 94-410 – CSC
## Scheduling Timeline

### WINTER 2021/2022
### SPRING 2022

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

### Open Scheduling

You can “add, maintain, and cancel” your classes in UAccess.

- **Schedule New Course**
  - Schedule a new class

- **Maintain Schedule of Classes**
  - Edit or Cancel an existing class

- **Combined Sections Table**

- **Instructor/Advisor Table** *Not locked*

- **Schedule Class Meetings** *Not locked*

### Closed Scheduling

You have limited access to “maintain” your classes in UAccess.

- **UA Schedule of Classes Update**
  - Schedule Print

- **Add/Drop Consent**

- **Enrollment/Waitlist Capacity**

- **Instructor Print/Post/Workload**

- **Instructor/Advisor Table** *Not locked*

- **Schedule Class Meetings** *Not locked*
Scheduling Timeline

Closed Scheduling

• What if you still need to ‘add, change, or cancel’ a section during Closed Scheduling?

→ You can submit a section form!

• [https://registrar.arizona.edu/online-forms-available-from-office-of-the-registrar](https://registrar.arizona.edu/online-forms-available-from-office-of-the-registrar)

registrar.arizona.edu> forms> Room and Course Scheduling Forms> Section Request Form (Online Process)
• Want more information and step-by-step guides for the Schedule of Classes?

→ Visit the Schedule of Classes Resources & Tutorials webpage!

• [https://registrar.arizona.edu/courses/schedule-classes-resources-tutorials?audience=staff&cat1=10&cat2=232](https://registrar.arizona.edu/courses/schedule-classes-resources-tutorials?audience=staff&cat1=10&cat2=232)
Gathering Class Information

- You should review the Schedule of Classes for your department through UA Analytics before making any changes in UAccess Administrative Staff.

- **How to serve your department/college for their scheduling needs?**
  - Review rolled over classes to manage from UAccess Analytics
  - Log on to Analytics (uaccess.Arizona.edu)
Gathering Class Information

How to serve your department/college for their scheduling needs?
• Select Dashboards drop down
Gathering Class Information

How to serve your department/college for their scheduling needs?

- Select Dashboards drop down
- Click on Student
- Go to Catalog & Schedule
Gathering Class Information

How to serve your department/college for their scheduling needs?

- Find Overview with Characteristics Tab
Gathering Class Information

How to serve your department/college for their scheduling needs?
• Will Probably give you the Blue Search Bar
• If the system is searching for more than 5 minutes, please refresh the page.
Gathering Class Information

How to serve your department/college for their scheduling needs?

• Choose **term** and **subject/Academic Org** you are interested in
• Click Search and wait for it to load, it may take some time
Selecting **Academic Org** will give you all of your course offerings, including cross-listing secondaries, whereas the **Subject** search will only give you the classes that are being offered under a subject area.
Gathering Class Information

How to serve your department/college for their scheduling needs?
- Scroll to bottom of page
- Click Export and choose CSV Data File
How to serve your department/college for their scheduling needs?

- Open the Download and begin to delete, rename, sort, and filter to easily view the data. See video.

See Sample Excel Sheet with communication dates for record keeping purposes.
Gathering Class Information Summary

- You should review the Schedule of Classes for your department through UA Analytics before making any changes in UAccess Administrative Staff.

- **How to serve your department/college for their scheduling needs?**
  - Review rolled over classes to manage from UAccess Analytics
    - Log on to Analytics
      - Select Dashboards drop down
        - Click on Student
          - Go to Catalog & Schedule
            - Find Overview with Characteristics Tab
• Once you are at the Overview with Characteristics Tab
  • Choose term and subject you are interested in
    • Click Search and wait for it to load, it may take some time
      • Scroll to bottom of page to
        • Click Export and choose CSV Data File
          • Open the Download and begin to delete, rename, sort, and filter to easily view the data. See video.
After reviewing the Uaccess Analytics Report, touch base with your department on class offerings for the next term.

• What ways can you collect the information?

• First, talk to your supervisor about your historical department practices and preferences on how to contact and get information from your faculty.

• One popular method is to email each faculty member a summary of their class offerings rolled over from last semester (see template below and change yellow highlighted text to fit your needs).

• Ask them to review the offerings and get back to you by a specific deadline if they would like to cancel, add, change anything like class meeting days/times or max enrollment.
See sample email to communicate class offerings for the next term.

Hello **Dr. Baker,**

I am reviewing the **EIS and ENTO Schedule of Classes for Spring 2021 term.** Could you review the classes that you have been assigned as an instructor to teach below? Please fill out the green columns and **reply to me by May 15th, 2020** so I can update UAccess. The schedule will go live to students by **October 1st, 2020** so it is important for you to review the offerings below. If I do not hear from you by the deadline, I will leave the classes as is.

Thank you,

**Alyssa**

<table>
<thead>
<tr>
<th>Session</th>
<th>Campus</th>
<th>Sub</th>
<th>Cat. #</th>
<th>Sec</th>
<th>Component</th>
<th>Days</th>
<th>Start</th>
<th>End</th>
<th>Room</th>
<th>Max Enroll</th>
<th>Mode</th>
<th>Instruct</th>
<th>Any Changes?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>MAIN</td>
<td>EIS</td>
<td>699</td>
<td>11</td>
<td>Ind Study</td>
<td></td>
<td></td>
<td></td>
<td>NA</td>
<td>0</td>
<td>In Person</td>
<td>Becerra, Judith X</td>
<td></td>
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<td>Regular</td>
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<td></td>
</tr>
</tbody>
</table>
Hands on Experience

Open Scheduling

Let’s ‘ADD’ a section for a course in your department in Schedule New Course.

- Dr. X wants to add a new PLS 330-015 class on Main Campus MWF 9-9:50 in a 100+ room.
Hands on Experience

“Dr. X wants to add a new PLS 330-015 class on Main Campus MWF 9:00-9:50am in a 100+ room.”
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“Dr. X wants to add a new PLS 330-015 class on Main Campus MWF 9:00-9:50am in a 100+ room.”

- Hit the ‘+’ to add a new section
Hands on Experience

"Dr. X wants to add a new PLS 330-015 class on Main Campus MWF 9:00-9:50am in a 100+ room."
Hands on Experience
Associated Class Number

**Associated Class:**
A Multi Component Class Section (ie. Lecture and Lab) are linked together by the Associated Class

How do you get the Associated Class number?
1. No Leading Zeros
2. No Trailing Letters

Ex. 001 = 1  012A = 12

**Test your knowledge:**
- 015 15
- 004A 4
- 307 307
- 212D 212
Hands on Experience

“Dr. X wants to add a new PLS 330-015 class on Main Campus MWF 9:00-9:50am in a 100+ room.”

-Fill in with Class Info
Hands on Experience

"Dr. X wants to add a new PLS 330-015 class on Main Campus MWF 9:00-9:50am in a 100+ room."
Hands on Experience

"Dr. X wants to add a new PLS 330-015 class on Main Campus MWF 9:00-9:50am in a 100+ room."

-Filled in with Class Info

***write down the Academic Organization***
Hands on Experience

“Dr. X wants to add a new PLS 330-015 class on Main Campus MWF 9:00-9:50am in a 100+ room.”

- Enter Meeting Pattern
- Give Instructor ‘Post’ Access
- Enter ‘32’ for Room Characteristic
Hands on Experience

“Dr. X wants to add a new PLS 330-015 class on Main Campus MWF 9:00-9:50am in a 100+ room.”

- Enter Meeting Pattern
- Give Instructor ‘Post’ Access
- Enter ‘32’ for Room Characteristic
Hands on Experience

“Dr. X wants to add a new PLS 330-015 class on Main Campus MWF 9:00-9:50am in a 100+ room.”

-Enter Enrollment Control information then hit save!
Hands on Experience

”Dr. X wants to add a new PLS 330-015 class on Main Campus MWF 9:00-9:50am in a 100+ room.”
Hands on Experience

“Dr. X wants to add a new PLS 330-015 class on Main Campus MWF 9:00-9:50am in a 100+ room.”
Hands on Experience

“Dr. X wants to add a new PLS 330-015 class on Main Campus MWF 9:00-9:50am in a 100+ room.”
Now, Dr. X wants your colleague to have Post access for his class and wants to teach this class 50/50 with their teaching assistant Miss ‘second person who pops up on the drop down’.

**How to add a new instructor or department admin to the Meetings tab?**

- Instructor/Advisor table
Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss ‘second person who pops up on the drop down.’
Hands on Experience
Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss ‘second person who pops up on the drop down.’

Unfilled: Instructor/Advisor Table
-fill in with your colleague’s name
Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss ‘second person who pops up on the drop down.’

Filled: Instructor/Advisor Table
- fill in with your colleague’s name
Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss ‘second person who pops up on the drop down.’

Fill in with your information

- Change date to first day of month of semester (ie. 08/01/2020)
- Instructor Type
- Primary Academic Org
Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss ‘second person who pops up on the drop down.’

Fill in with information:
- Instructor/Advisor Table Tab
- Change date to first day of month of semester (ie. 08/01/2020)
- Instructor Type
- Primary Academic Org
Hands on Experience
Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss ‘second person who pops up on the drop down.’

Fill in with information
Approved Courses Tab
-Add Primary Acad Org to *Acad Org and hit the Tab key
-Save and go Home
Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss ‘second person who pops up on the drop down.’
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Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss ‘second person who pops up on the drop down.’
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Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss ‘second person who pops up on the drop down.’

** Be sure to hit the > buttons to find the correct section!

** You’re looking for Section 015 that we just created.
Hands on Experience
Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss ‘second person who pops up on the drop down.’

** You’re looking for Section 015 that we just created.

-Be sure to hit the > buttons to find the correct section!
Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss ‘second person who pops up on the drop down.’

Meetings Tab

Press the + to add a new Instructor/Dept Admin line.
Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss ‘second person who pops up on the drop down.’

Meetings Tab
- Hit the Magnifying Glass and search for your Colleague (who you just added to the Instructor/Advisor Table)
Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss ‘second person who pops up on the drop down.’
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Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss ‘second person who pops up on the drop down.’

- Work right to left
- Uncheck Auto Calc
- Work Load = 0
- Load Factor = 0
- Assign Type = Not Include

-Save!
Hands on Experience
Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss ‘second person who pops up on the drop down.’
Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss ‘second person who pops up on the drop down.’

Meetings Tab
- hit the magnifying glass to search for a new instructor/dept admin
Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss ‘second person who pops up on the drop down.’
Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss ‘second person who pops up on the drop down.’

Meetings Tab
-*Instructor Roll = Teaching Assistant
-Give Post Access
Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss ‘second person who pops up on the drop down.’

Meetings Tab
- Change to Teaching Assistant
- Give Post Access
- Distribute the Workload
Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss ‘second person who pops up on the drop down.’
Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss ‘second person who pops up on the drop down.’

Meetings Tab
-Distribute the Workload
-work right to left
-uncheck Auto Calc
Hands on Experience

Now, Dr. X wants your colleague to have Post access for this class and wants to teach this class 50/50 with their teaching assistant Miss 'second person who pops up on the drop down.'
Hands on Experience

“Dr. X is teaching this class 50/50 with her teaching assistant, Miss ‘First person who pops up on the drop down’.

Meetings Tab
-Distribute the Workload
-work right to left
-Load Factor = 50/50
Hands on Experience

“Dr. X is teaching this class 50/50 with her teaching assistant, Miss ‘First person who pops up on the drop down’.

Meetings Tab
- completed Workload Distribution
- Save and go Home
**Hands on Experience**

<table>
<thead>
<tr>
<th>Open Scheduling</th>
<th>AND</th>
<th>Closed Scheduling</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. X now wants to make this class only for Active Honors Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Basic Data Tab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*See Registrar Website for tutorials</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Hands on Experience

“Dr. X now wants to make this class for only Active Honors Students.”
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"Dr. X now wants to make this class only for Active Honors Students"

- Be sure to hit the > buttons to find the correct section!

** You’re looking for Section 015 that we just created.
Hands on Experience

“Dr. X now wants to make this class only for Active Honors Students”

- Be sure to hit the > buttons to find the correct section!

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"Dr. X now wants to make this class only for Active Honors Students"

1) Class Attributes
- Course Attribute = HNRS
- Course Attribute Value = HCRS
Hands on Experience

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- Course Attribute = HNRS
- Course Attribute Value = HCRS
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"Dr. X now wants to make this class only for Active Honors Students"
Hands on Experience

Closed Scheduling

Now 'MANAGE' in Maintain Schedule of Classes

- Dr. X only wants 85 students to be enrolled in the class with 5 on waitlist.
Scheduling Timeline

Closed Scheduling
Hands on Experience

“Dr. X only wants 85 students to be able to enroll in this class, with 5 on the waitlist.”
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“Dr. X only wants 85 students to be able to enroll in this class, with 5 on the waitlist.”

Find Section 015

Notice anything different?

1) Schedule Print
2) Instructors
3) Add Drop Consent
4) Enrollment or Waitlist Capacities
Hands on Experience

“Dr. X only wants 85 students to be able to enroll in this class, with 5 on the waitlist.”

Notice anything different?
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Hands on Experience

“Dr. X only wants 85 students to be able to enroll in this class, with 5 on the waitlist.”

Dr. X only wants 85 students, with 5 on the waitlist.

-hit Save and go Home
Hands on Experience

“Dr. X only wants 85 students to be able to enroll in this class, with 5 on the waitlist.”

UA Sections of a Class Tab
-updating multiple sections at once
Hands on Experience

“Dr. X only wants 85 students to be able to enroll in this class, with 5 on the waitlist.”

Reserve Cap Tab
- Allowing Multiple Requirement Groups
  ex. Senior Status Only
Hands on Experience

Open Scheduling

Now 'DELETE' in Maintain Schedule of Classes
  • Turns out Dr. X is going on sabbatical. Can you delete the class for Fall 2020 Section 015?
Scheduling Timeline

Open Scheduling

- Course Catalog
- UA Schedule of Classes Update
- Schedule Class Meetings
- Instructor/Advisor Table
- Adjust Class Associations
- Maintain Schedule of Classes
- Schedule New Course
- Combined Sections Table
- UA Target Enrollment
- Class Roster
Hands on Experience

”Dr. X is going on sabbatical. Can you delete the class for Fall 2020 Section 015?”
Hands on Experience

"Dr. X is going on sabbatical. Can you delete the class for Fall 2020 Section 015?"
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-Be sure to hit the > buttons to find the correct section!

** You’re looking for Section 015 that we just created.
Hands on Experience

“Dr. X is going on sabbatical. Can you delete the class for Fall 2020 Section 015?”

Be sure to hit the > buttons to find the correct section!

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- Enrollment Cntrl Tab
  Is this the correct section?
Hands on Experience

“Dr. X is going on sabbatical. Can you delete the class for Fall 2020 Section 015?”

- Reserve Cap Tab
Is this the correct section?
Hands on Experience

“Dr. X is going on sabbatical. Can you delete the class for Fall 2020 Section 015?”

- Notes Tab

Is this the correct section?
Hands on Experience

“Dr. X is going on sabbatical. Can you delete the class for Fall 2020 Section 015?”

- Basic Data Tab
- Hit the – button of the correct section
Hands on Experience

“Dr. X is going on sabbatical. Can you delete the class for Fall 2020 Section 015?”

Basic Data Tab
- The page will either go Blank or will bring you to another section
- Save and Go Home!
The Three ‘C’s in the Schedule of Classes

Combined
• It is a section that meets at the same time/day AND Facility ID as another section. The combination lives in the Combined Sections Table in Curriculum Management in UAccess.

Cross-Listed
• It is a section that meets at the same time/day AND Facility ID as another section, that is offered by the same primary academic organization under different subjects. Under one course ID.

Co-Convened
• It is a section that meets at the same time/day AND Facility ID as another section, that is offered by the same primary academic organization for a 400 and 500 level or UAOnline and iCourse. Two different Course IDs but same title and content with extra objectives for the 500 level.
Combinations

What Can Be Combined?

• Sections of the same course. (ie. Math 101-001 & Math 101-002)
  • Please Note: Math 101 & Math 102 cannot be combined without approval from Curricular Affairs.

• Co-Convened Courses (400/500) if approved on the Course Catalog.

• Cross-Listed Courses if cross-listed on the Course Catalog.

• Exceptions and approvals are granted by Curricular Affairs.
Understanding Cross-Listings
Understanding Cross-Listings

Course Catalog
Search for your Subject Area
-hit search
Understanding Cross-Listings

Course Catalog
Search for a Subject Area you’re interested in.
Hit Search.
- Displaying all courses (inactive and active) on the course catalog
- Select one. Search for a Cross Listed Course.
Understanding Cross-Listings

Course Catalog

- if only ‘1 of 1’, scroll to bottom and select ‘Next in List’ (alt + 3)

- keep doing this until you find a ‘1 of 2’ or more
Understanding Cross-Listings

- 1 of 2 (PLS 312 XLIST ACBS 312)
- The ‘1’ is Primary
- all messages, questions, and forms must come from the primary.
Understanding Cross-Listings

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- The ‘1’ is Primary
- all messages, questions, and forms must come from the primary.
Understanding Cross-Listings

How To Add a Cross-Listed Section During Open Scheduling

• Please see the BPG: How to add/maintain a combined (cross-listed) section?

• Link: https://registrar.arizona.edu/courses/schedule-classes-resources-tutorials?audience=staff&cat1=10&cat2=232
Understanding Cross-Listings

Cross-Listing FAQs

Q. Can I offer the primary without the secondary?
   A. No - because the cross-listed course has been offered to students on the Browse Catalog both classes need to be offered.

Q. Can we get approval from the departments to only offer the primary, and not the secondary?
   A. If the course is cross-listed on the Course Catalog, they must be offered together in the Schedule of Classes. The only way to not offer secondaries is to remove them from the Course Catalog.

Q. Can we schedule both classes, but close one so students can only enroll in the other?
   A. No - because the Class has been offered to students on the Browse Catalog, we have to offer both in the SOC. Also, different degrees have different requirements and the ‘closed’ class may be required for some students to graduate.
Understanding Cross-Listings

Cross-Listing FAQs

Q. If I delete a class during Open Scheduling does the system automatically cancel all of the cross-listings?
   A. No – you must manually delete out all of the sections in a cross-listing. The System will not automatically delete out the cross-listed sections.

Q. What if we would like to cross-list with another department’s class?
   A. You will need to submit a UA Course add (if your course does not exist or a UA Course Modification form (if the class is already on the Course Catalog). The form will route through each department for their approval.

Q. What if we would like to remove the cross-list?
   A. You would need to submit a UA Course Modification form to remove the cross-list.
Wrapping up

• Please come see us or schedule an appointment for extra training!

• We will be emailing the information from today’s class
  • Powerpoint & Analytics Template

• We will be setting up one-on-one follow up appointments
  • Check access, answer additional questions

• Contact Information
  • RCS – rcshelp@arizona.edu (520) 621-3313
  • Veda Adams– vadams@arizona.edu (520) 626-8029
  • Laura Massey-Miller- laurakmiller@arizona.edu
  • Elizabeth Moraga – elizabethd@arizona.edu (520)626-1061