SUMMER & FALL 2023
OPEN SCHEDULING KICKOFF!
Not speaking?
Please stay muted

Questions?
Use the chat or raise your hand
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.
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AGENDA

- Recent Enhancements
- Open Scheduling Tips & Tricks
- Resolution Weeks
- Section Form Best Practices
- Question & Answer
Reminders of Recent Enhancements

- **Status Tentative**
  - Creates an accurate Schedule of Classes for student enrollment
  - Includes multiple phases of communication

- **Compliance Communications**
  - Expect to hear from RCS halfway through the open scheduling cycle
  - Communication begins regarding compliance updates:
    - Fall—November
    - Spring—June
## Open Scheduling

### October 4, 2022–January 16, 2023
Summer/ Fall 2023

### December 1, 2022
Priority Scheduling, Common Finals & CLS
Request Deadline

## Topics
- Basic Data
- Meeting Patterns
- Facility ID
- Room Characteristics
- Capacities- Room Request & Enrollment
- Instructor Table
- Analytic Resources
• 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.
• **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
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!

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

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
Resolution Weeks

February 6–17, 2023
Summer/Fall 2023

Schedule an appointment with RCS to help with:
- Room assignments needed after optimization
- Changes to room assignments
- Corrections to section set-up
UAccess Analytics Resources:

Contact Minute

UAccess Analytics> Dashboards> Course and Fee Management> Contact Minutes

- Contact Minute – Resource Guide

Summer – Fall 2023 Open Scheduling Kickoff | 10/17/2022
Start & End times

Schedule Overview

- Term: Spring 2023
- Course: ADBS 957
- Section: 101
- Start Time: 10:00 AM
- End Time: 12:00 PM
- Days: M, T, W, R, F
- Location: 510, 512 A

Office of the Registrar
UAccess Analytics Resources:

Instructor Availability

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

Summer – Fall 2023 Open Scheduling Kickoff | 10/17/2022
Section Form
Best Practices

Summer/Fall 2023
Form Opens January 16, 2023

Winter 2022/Spring 2023
Form Open Now

Fall 2022
Form Open Now
Closes December 8, 2022

When submitting a form please add Facility ID 999-RMRQST and/or indicate needs in the additional notes.

Centrally Scheduled Classrooms are a shared resource.

Thank you for your flexibility and cooperation in sharing these valuable resources.
Q: Can you please go over how to add Honors sections for my courses during the open scheduling period for Fall 2023? Thank you!

A: Class sections offered for honors credit are set up either at the catalog level (will automatically populate the correct honors codes), or individual sections can be designated for honors credit manually in UAccess during open scheduling. Resource Guide.
Questions?