Open Scheduling Summer and Fall 2024 Kickoff Webinar

October 10, 2023 – Open Scheduling Summer and Fall 2024 Kickoff
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.
AGENDA

October 10, 2023 – Open Scheduling Summer and Fall 2024 Kickoff

Changes in RCS Practices
- Language of Instruction- Course Attribute
- Research Experience- Course Attribute
- Changes to Session Offerings
- UAccess Updated: Contact Minute Tracking

Recent Enhancements
- Supporting Centrally Scheduled Classroom
- Class Sections with No and Low Enrollment
- Processing Class Status: Tentative Changes
- Mass Update Inactive Instructors
- Priority Scheduling Resolution Weeks

Overview of Scheduling

Resolution Weeks

Announcements

Questions
New Course Attribute – Available Spring 2024

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

Managing the Attribute:

• Winter 2023 & spring 2024 please complete the Language of Instruction – Attribute Request Form
• Summer and fall 2024 and beyond please manage during the Open Scheduling process
New Course Attribute - Coming Soon

Research Experience
• Vertically Integrated Project (VIP), Course-based Undergraduate Research Experience (CURE), & Research Experience (RXP)
• Supports enhanced search criteria during enrollment
• Support tracking for transcript and certificate awarding

Managing the Attribute:
• More to come for implementation for winter 2023 & spring 2024
• Summer and fall 2024 and beyond please manage during the Open Scheduling process
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Changes to Session Offerings

Beginning Summer 2024

- Transition from 8WA-F carousel sessions to 7A/7B sessions
  - Will reduce compliance risk for cross calendar-enrollment
  - 7A and 7B sessions will always start on a Monday* and end on a Sunday
  - Does not impact 7W1 and 7W2 sessions
  - Limited to GRAD career only
  - Follows standard holiday

*Sessions will start on Tuesday in cases where Monday is a recognized University holiday

Office of the Registrar
Modification Roll-out

- Some programs and courses operate on a variable schedule
- New modifications in the UA Schedule of Classes allow accurate notation of tracking process
- The RCS team will work closely with department schedulers to update
- Push to production on 10/10/23

More details to come via RCS newsletter and email communications during Open Scheduling
Reporting Issues

1. Lighting
2. Heating & Cooling
3. General Cleanliness
4. Masks & Cleaning Spray
5. Whiteboard Markers & Erasers
6. Water- active or past damage
7. Furniture – layout, quantity, condition, etc.
8. Classroom Technology
9. Technology Demonstrations

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
Process Refinement: No Enrollment and Low Enrollment

No Enrollment
Communicate sections with zero enrollment to departments between November 27, 2023- December 8, 2023

Action – Dec. 20, 2023
RCS will:
• Email list of class sections moved to class status tentative
• Centrally Scheduled Classrooms are released
• Departments may choose to cancel sections via section form

Low Enrollment
Communicate sections with historical low enrollment (less than 70% room fill) based on requested room cap during Open Enrollment

Action – Dec. 20, 2023
RCS will:
• Request room swaps based on need to accommodate larger classes
• Offer rooms better suited for anticipated enrollment
Avoiding Tentative Class Status

• Class setups left incomplete will be marked with a class status of tentative and will not appear within the published Schedule of Classes.
• Missing data that triggers a Tentative status includes:
  • No room assignment
  • Incomplete meeting pattern
  • Contact minute non-compliance
  • Unapproved DYN or Live Online
  • Courses missing a required component

Managing Status Change

• Incomplete Class Set-up notifications sent during Open Scheduling Period
• After resolution weeks (Feb. 5-16th) any class sections missing essential data are marked tentative
• Submit Section forms to make necessary changes prior to publication of the Schedule of Classes on March 1st.

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Mass Update: Instructor/Advisor Table

Clean-up Process
- Using Human Resources data to confirm when an instructor’s status should change from active to inactive
- Processing changes to create accurate instructor table information in UAccess

We need your help!
- Update Instructor/Advisor table status

- **Instructor Type**
  - Teaching Assistant
  - Instructor
  - Department administrator
  - Visiting Lecturer
  - Visiting Professor
  - Etc.

- **Instructor Status:**
  - Active
  - Inactive

- **Instructor Availability:**
  - Available
  - Unavailable
  - Sabbatical

- *This is helpful to maintain accurate instructor information in the Schedule of Classes*
Priority Scheduling Resolution Weeks

Increased Communication

- RCS staff review Priority Scheduling Requests
  - Standard Meeting Patterns
  - Efficiently filling classrooms to avoid scheduling gaps
- Initial communication shared via email
- Scheduled 1-on-1 appointments to review grids as needed
Open Scheduling Overview

October 2, 2023 – January 12, 2024
Open Scheduling Summer/Fall 2024

October 2, 2023 – December 1, 2023
Priority Scheduling, Common Finals & CLS Request Deadline

January 16, 2024 – January 31, 2024
Priority Scheduling & Optimization processing and clean-up

February 1, 2024
Open Schedule of Classes for Department Review & Section Forms Open
Open Scheduling Overview

Topics

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

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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.

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Meeting Pattern

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

- **35/35/30 guideline**
  - Strategic planning within your own schedule will reduce inter-subject competition for rooms

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

<table>
<thead>
<tr>
<th>Room Characteristic</th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>31</td>
<td>Departmentally Scheduled</td>
<td>1</td>
</tr>
</tbody>
</table>

- **32** - Centrally Scheduled Classroom

<table>
<thead>
<tr>
<th>Room Characteristic</th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>32</td>
<td>Centrally Scheduled</td>
<td>1</td>
</tr>
</tbody>
</table>

- **32 & 35** - Centrally Scheduled Collaborative Learning Space

<table>
<thead>
<tr>
<th>Room Characteristic</th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>32</td>
<td>Centrally Scheduled</td>
<td>1</td>
</tr>
<tr>
<td>35</td>
<td>Collaborative Learning Space</td>
<td>1</td>
</tr>
</tbody>
</table>
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.
- Centrally Scheduled Classrooms are a shared Resource.
- Please Do Not add a requested room cap (resource hoarding), if enrollment capacity is zero.
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!

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**UAccess Analytics Resources:**

Meeting Incomplete

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

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

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**Office of the Registrar**
UAccess Analytics Resources:

- Prime Time Usage
- Historical Enrollment
- Standard Meeting Pattern
- Contact Minutes

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

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Optimization Processing & Clean-up

*Tuesday, January 16, 2024- Wednesday, January 31, 2024*

- Schedule of Classes Open to Department Schedulers
- Section Forms Open
  - Priority Processing for Cancels & Adds
  - Change forms to be processed after Resolution Weeks

Start of Closed Scheduling

*Thursday, February 1, 2024*
Resolution Weeks

Monday, February 5, 2024 - Friday, February 16, 2024

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
Navigation Tile

- The navigation tile is 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.
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.
Intuitive Navigation
Progress
Tracking
Interactive
Layout

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Office of the Registrar
You Asked... We Answer!

1. When will the priority scheduling form be open for Fall 2024?

2. Some instructors in my department report that the furniture isn’t correct, who do we report that to (e.g., missing left-handed desks, no accessible table, too many chairs)?

3. How can instructors preview their classroom assignments to know if the room will work for them (i.e., layout, technology)?
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