



Open Scheduling Summer and Fall 2024 Kickoff Webinar



Office of the Registrar

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.



Office of the Registrar



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AGENDA

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



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**

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UAccess Updated: Contact Minute Tracking

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

The screenshot displays the UAccess system interface for a course. The top navigation bar includes tabs for Basic Data, Meetings, Enrollment Cntrl, Reserve Cap, Notes, and LMS Data. The course details section shows Course ID 039356, Course Offering Nbr 1, Academic Institution The University of Arizona, Term Fall 2023, Subject Area MUSI, and Catalog Nbr 181. The Class Sections section shows Session 1, Class Section 044, Component Studio, and Units 2.00. The Meeting Pattern section shows Facility ID 4-204, Capacity 18, Pat, Mtg Start 11:00AM, Mtg End 11:50AM, and a meeting pattern of M T W T F S S. The Instructors For Meeting Pattern section shows a table with columns for ID, Name, *Instructor Role, Print, Access, Contact, Empl Red#, and Job Code. The Room Characteristics section shows a table with columns for *Room Characteristic, Description, and *Quantity. The Academic Shift section shows a table with columns for Academic Shift and Description. A red box highlights the 'Contact Minutes' section, which includes a link to 'UA Contact Minutes Page' and a table with columns for Weeks of Instruction, Required Contact Minutes, and Calculated Contact Minutes. The table shows 0 weeks of instruction, required contact minutes of 2800 - 3600, and calculated contact minutes of 0. A red message states 'Contact minutes are tracked outside of UAccess for this class.' and a 'Return' button is visible.



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



Processing Class Status: Tentative Changes

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.



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



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

- 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)



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 with the following fields and values:

Field	Value
Facility ID	999-RMRQST
Capacity	99
Pat	TUTH
Mtg Start	11:00AM
Mtg End	12:15PM
M	<input type="checkbox"/>
T	<input checked="" type="checkbox"/>
W	<input type="checkbox"/>
T	<input checked="" type="checkbox"/>
F	<input type="checkbox"/>
S	<input type="checkbox"/>
S	<input type="checkbox"/>
*Start/End Date	08/22/2022 to 12/07/2022
Topic ID	
Free Format Topic	

Additional options: Print Topic On Transcript, Contact Minutes, 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 with the following fields and values:

Field	Value
Facility ID	4-137
Capacity	50
Pat	TUTH
Mtg Start	11:00AM
Mtg End	12:15PM
M	<input type="checkbox"/>
T	<input checked="" type="checkbox"/>
W	<input type="checkbox"/>
T	<input checked="" type="checkbox"/>
F	<input type="checkbox"/>
S	<input type="checkbox"/>
S	<input type="checkbox"/>
*Start/End Date	08/22/2022 to 12/07/2022
Topic ID	
Free Format Topic	

Additional options: Print Topic On Transcript, Contact Minutes, Required Contact Minutes Met



Room Characteristics

Room Characteristics Indicate the Type of Classroom Desired

- 31 - Departmentally Scheduled Classroom

*Room Characteristic	Description	*Quantity		
31	Departmentally Scheduled	1	+	-

- 32 - Centrally Scheduled Classroom

*Room Characteristic	Description	*Quantity		
32	Centrally Scheduled	1	+	-

- 32 & 35 - Centrally Scheduled Collaborative Learning Space

*Room Characteristic	Description	*Quantity		
32	Centrally Scheduled	1	+	-
35	Collaborative Learning Space	1	+	-



Capacities: Room Request & Enrollment

The screenshot shows the 'Enrollment Control' interface for a class. The class is 'Session 1', 'Regular Academic Session', 'Class Section 001', 'Component Lecture', 'Associated Class 1', and 'Units 3.00'. The 'Class Status' is 'Active'. The 'Enrollment Status' is 'Open'. The 'Requested Room Capacity' is set to 20, and the 'Enrollment Capacity' is also set to 20. The 'Total' enrollment is 16, and the 'Wait List Capacity' is 0. The 'Minimum Enrollment Nbr' is 0. There are checkboxes for 'Auto Enroll from Wait List' (checked) and 'Cancel if Student Enrolled' (unchecked).

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

- 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!

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



UAccess Analytics Resources:

Meeting Incomplete

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

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](#)

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	He
	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	Mi
	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	Inagy@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

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

UAccess Analytics > Dashboards > Catalog and Schedule > RCS – Compliance Reports > Search by Term Code & Subject Code or College

RCS - Compliance Reports | Prime Time Usage

Additional Report Details
This report calculates prime hour usage across Subject Codes to evaluate whether the selected classes are compliant with the RCS 35-35-30 rule. Prime time is from 9:00 am to 2:59 pm M-F per current RCS policy. In addition to the prompt filters the criteria listed below are also being applied.

* Term Code: 2191 | Subject Code(s), separate multiples with commas: | College: --Select Value--

Classes are:

- not offered fully online
- requesting a room capacity greater than or equal to 12
- scheduled to meet in a CSC classroom - or - have no facility assigned
- located on the UA-Tucson Main Campus
- set to meet more than 0 days per week
- set to meet for more than 0 minutes per day
- not currently assigned a room characteristic of 'Departmentally Scheduled (31)'

Prime Time Usage Report

Meeting Pattern Days	Total # of Sections	% of Overall Classes	% Starting During Prime Hours	% Starting Outside Prime Hours
MWF	573	21.4	86.9	13.1
TR	894	33.4	72.8	27.2
MTWR	172	6.4	74.4	25.6
MTWRF	72	2.7	81.9	18.1
F	213	8.0	93.4	6.6
M	133	5.0	37.6	62.4
R	90	3.4	50.0	50.0
S	1	.0	0	100.0
T	86	3.2	32.6	67.4

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



UAccess Analytics Resources:

Instructor Availability

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

Instructor Availability- Resource Guide

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

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

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

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Office of the Registrar

Optimization Processing & Clean-up

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



Start of Closed Scheduling

Thursday, February 1, 2024

Schedule of Classes Open to Department Schedulers

Section Forms Open

- Priority Processing for Cancels & Adds
- Change forms to be processed after Resolution Weeks



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.



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.



Welcome to **Managing the Schedule of Classes!** This training is provided by Room & Course Scheduling (RCS) within the Office of the Registrar.



Intuitive Navigation

The screenshot displays a user interface for course navigation. On the left is a sidebar with a search icon and a list of sections. The main content area features a 'Welcome' message and a red 'CONTINUE' button. Annotations with arrows point to specific UI elements: a hamburger menu icon, a progress indicator, a sidebar item, and an exit button.

Managing the Schedule of Classes

0% COMPLETE

▼ INTRODUCTION

☰ Welcome ○

☰ The Course Catalog, Academic Calendar, and Schedule of CL... ○

☰ What is a Department Scheduler? ○

▼ MODULE 1: THE BASICS

☰ Module 1 Introduction ○

Welcome

Please take a moment to familiarize yourself with the course navigation.

CONTINUE

Select to view the lessons

Monitor progress

Select to go to that section

Select to exit course

Select to continue to next section

Progress
Tracking

Interactive
Layout

The screenshot shows a training module interface. On the left is a sidebar with a search icon at the top and a list of topics. The current topic, 'People and Departments Creating the Schedule of Classes', is highlighted with a red box. The main content area on the right has a title 'People and Departments Creating the Schedule of Classes' with a red underline. Below the title is a paragraph of text and a grid of flip cards. The first flip card, labeled 'Curricular Affairs', is highlighted with a red box. The sidebar topics include: 'INTRODUCTION (ESTIMATED 15 MINUTES COMPLETION TIME)', 'Navigating the Training', 'The Room & Course Scheduling Approach', 'How the Course Catalog, Academic Calendar, Schedule of Classes Work Together', 'People and Departments Creating the Schedule of Classes', 'What is a Department Scheduler?', 'MODULE 1: GLOSSARY OF SCHEDULING TERMS AND GUIDING PRINCIPALS', 'Glossary of Scheduling Terms and Guiding Principals', 'Department Scheduler Tools', 'Classroom Scheduling Guiding Principles', 'Campus, Location & Facility', 'Classrooms & Learning Spaces', 'Combined, Cross Listed & Co-Convened', and 'Modality vs. Component'.



Completion Tracking

Managing the Schedule of Classes
26% COMPLETE

INTRODUCTION (ESTIMATED 15 MINUTES COMPLETION TIME)

- Navigating the Training ✓
- The Room & Course Scheduling Approach ✓
- How the Course Catalog, Academic Calendar, Schedule of Classes Work Together ✓
- People and Departments Creating the Schedule of Classes ✓
- What is a Department Scheduler? ✓

MODULE 1: GLOSSARY OF SCHEDULING TERMS AND GUIDING PRINCIPALS

- Glossary of Scheduling Terms and Guiding Principals ✓
- Department Scheduler Tools ✓
- Classroom Scheduling Guiding Principles ✓
- Campus, Location & Facility ✓
- Classrooms & Learning Spaces ✓
- Combined, Cross Listed & Co-Convened ✓
- Modality vs. Component ✓

Lesson 16 of 57

Workload Hours & Contact Minutes

Workload Hours and Contact Minutes

Department schedulers will encounter two classifications of time: **workload hours** and **contact minutes**. While related to the schedule of classes, they have different functions and implications. The number of credit hours of a course determines the necessary contact minutes and the distribution of workload hours.

WORKLOAD HOURS	CONTACT MINUTES/HOURS	UNIT OF CREDIT
----------------	-----------------------	----------------

Workload hours are assigned to faculty members to manage workload assignments and recorded in [UA Vitee](#) as part of an instructor's annual performance review. Department schedulers manage workload hour assignments. Workload hours are distributed between all components of a course. More information can be found through [Curriculum Affairs](#).

CONTINUE



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



Office of the Registrar