Open Scheduling
Winter 2025 & Spring 2026
Kickoff Webinar

Office of the Registrar

Introductions

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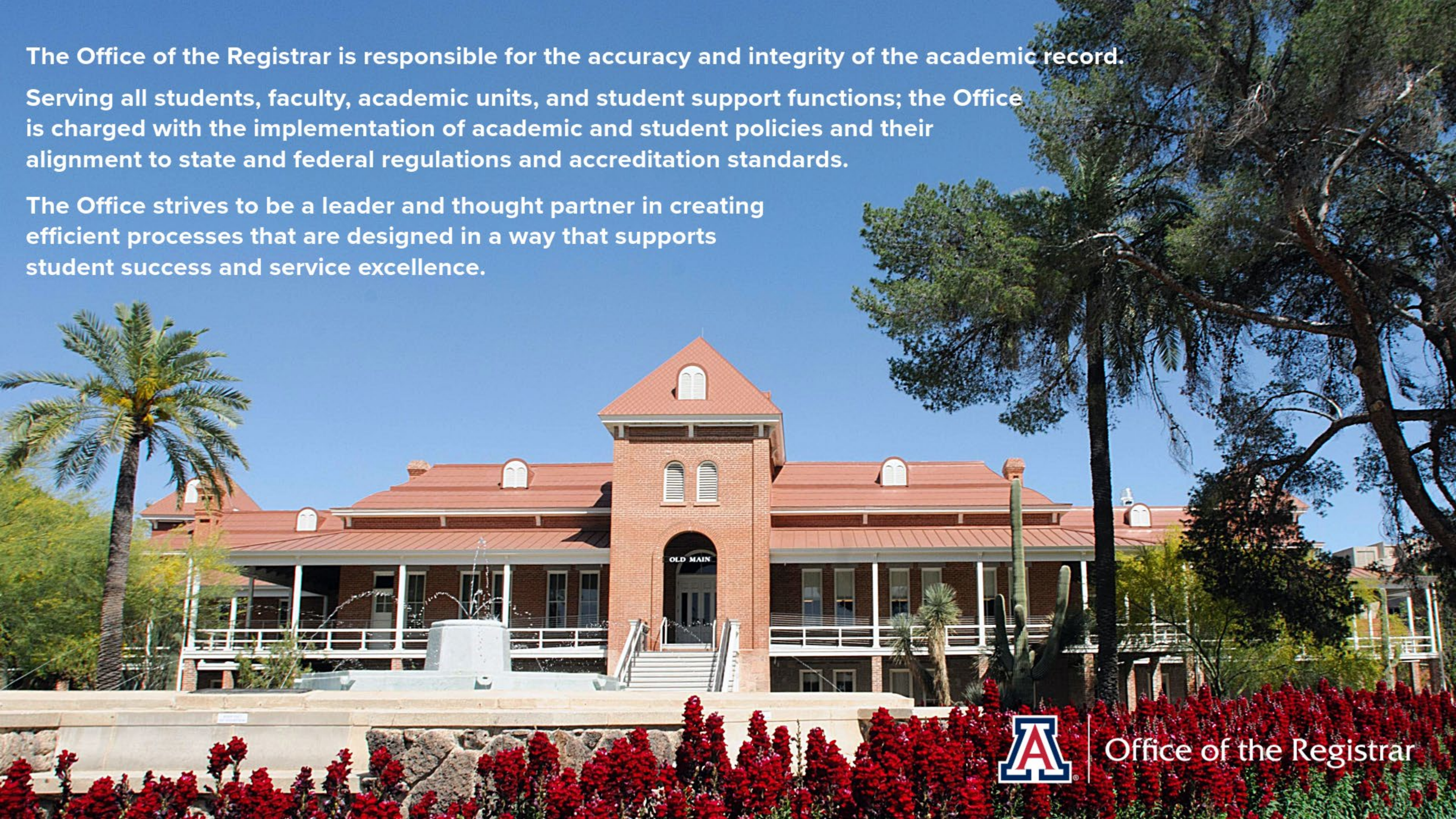Office of the Registrar

Agenda

- **Changes in RCS Practices**
  - Optimization Criteria Changes for Non-Standard Meeting Patterns
  - Core Hours & After-Hours Class Meetings
  - Adjusted Event Request Guidelines
  - Priority Scheduling Request Template

- **Recent Enhancements**
  - Classroom Support
  - Course Attribute: Language of Instruction Tracking

- **Overview of Scheduling**
  - Combinations Overview
  - Facility ID Requests
  - Assigning Primary Instructor Post Access

- **Resolution Weeks**

- **Announcements**

- **Questions**

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.

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Optimization Criteria for Non-standard Meeting Patterns

- **A non-standard meeting pattern is any meeting pattern that does not align with the <u>standard meeting format</u>**

- **Non-standard meetings:**
  - Create an inconsistent experience for students (e.g., scheduling gaps, class conflicts, exam schedules, etc.)
  - Disrupts room assignment process by exceeding standard time blocks
  - Prevents RCS from maximizing room use efficiently in accordance with ABOR standards

- **Effective spring 2026 non-standard meeting patterns will be omitted from the optimization process**

  - RCS staff will support room assignments during optimization clean-up.

  - Department Schedulers are expected to attend a Resolution Week appointment to address any class sections not assigned a CSC

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Standard Meeting Pattern

Standard Meeting Pattern Days

- Helpful in room assignment process and schedule-building process for students

- Multiple sections of a course are created, spread out meeting times
  - 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

- Verify Meeting Pattern time for common set-up issues:
  - 12am - 12am, 3:00am - 3:50am, 12am - 1 pm, or etc.

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Classroom Building Core Hours & After Hours Activities

Classroom Building Core Hours

- Monday-Friday 7 a.m.- 6:30 p.m.
- Exterior locks are being updated to electronic mechanisms (Amer-X)
  - Project is estimated to be complete by start of Fall 2025
- Cat Card access can be added at the department level for faculty and staff.

After Hours Classes and Activities

- Class Sections requesting a CSC and scheduled to end after 6:30 p.m. are assigned to the Academic After-Hours subset of CSCs in buildings including EDUC, SSCI, PSYCH, CHEM & CMNS
- Cocurricular events requesting a CSC and scheduled to end after 6:30 p.m. are assigned to the Event After-Hours subset of CSCs in buildings including MLNG, ILC, & HARV, unless otherwise approved (e.g., SSIC 100 & ENR2 N120)

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Adjusted Event Request Guidelines

- **<u>Youth Protection Office</u>**
  - **Events with Non-Enrolled Minors**
    - provide reasonable safeguards for the protection and supervision of minors participating in university programs or activities.
    - **<u>Contact Youth Protection</u> for guidelines on how to proceed with your event**
- **Adjusted Event Request Timeline**
  - Starting June 1st, Faculty/ Staff event requests will need to be submitted in Ad Astra with a minimum of 1-day notice
    - 2 weeks prior is still the ideal request deadline
  - This change will support the RCS team in timely communication with event requestors and campus partners, including UAPD, CTS, FM
  - Ensure adequate time to add room reservation to the building lock schedule

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Priority Scheduling Grid for Multiple Sections

New Priority Request Template guide

- Provide more consistency for request processing

- Reduce interdepartmental request conflicts

- Increase accuracy of request data and UAccess class set-up

- The Excel template will save to the downloads folder. Attach the completed template to your Priority Scheduling request.
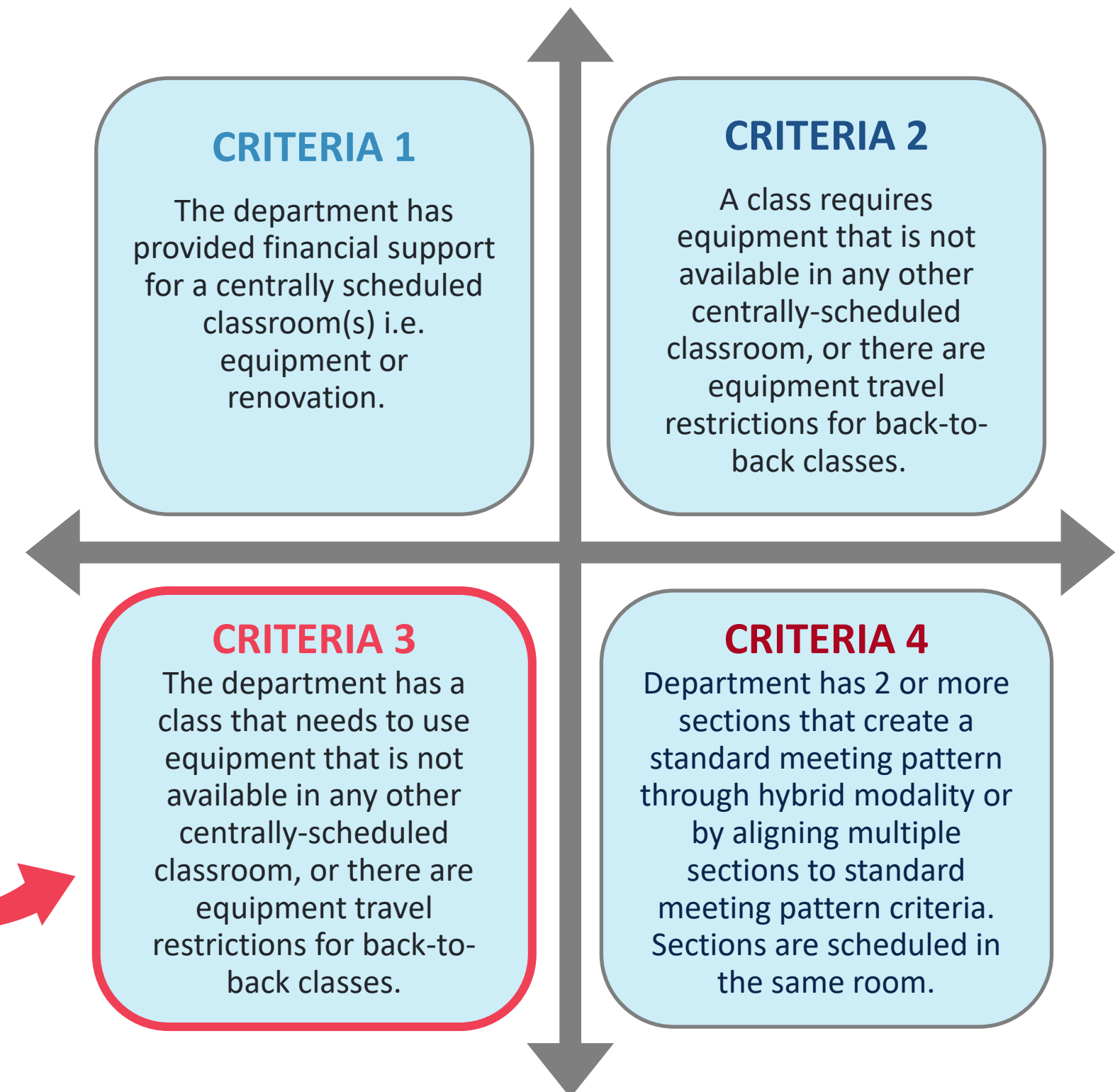
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Priority Scheduling Requests & Review Process

- **July 1 is the deadline to submit a Priority Scheduling Request form.**

- If the Priority Scheduling request is approved, **the Facility ID is assigned to the section before room optimization.**

- **Class sections must still be entered during Open Scheduling**; the request supplements the Schedule of Classes in UAccess.

- To request priority scheduling, complete the **Priority Scheduling Request** form. (*Note: A new request is required for each Open Scheduling cycle.*)

- Remember to **review the priority request with your Department Head** before submitting the form.

Some departments may not meet criteria 1 or 2, but many have instructors who meet criteria 3.

- Communicate with these instructors and submit a **Priority Scheduling Request** for those who may benefit from specifying their classroom or building.

- **In mid July, RCS will email department schedulers who have submitted requests to arrange appointments, if necessary.**

CRITERIA 1
The department has provided financial support for a centrally scheduled classroom(s) i.e. equipment or renovation.

CRITERIA 2
A class requires equipment that is not available in any other centrally-scheduled classroom, or there are equipment travel restrictions for back-to-back classes.

CRITERIA 3
The department has a class that needs to use equipment that is not available in any other centrally-scheduled classroom, or there are equipment travel restrictions for back-to-back classes.

CRITERIA 4
Department has 2 or more sections that create a standard meeting pattern through hybrid modality or by aligning multiple sections to standard meeting pattern criteria. Sections are scheduled in the same room.

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Central Classroom Support Service

Reporting Issues

- **Classroom Services**
  - Heating & Cooling
  - Room cleanliness
  - Whiteboard markers & erasers
  - Furniture- layout, quantity, condition, etc.
  - Classroom Security – multiple doors, emergency door locks, forgot something in room, etc.
    - arriving early for event: classrooms unlocked 30 minutes prior to scheduled class or event

- **Classroom Technology**
  - Projectors
  - New batteries
  - Audio and microphones
  - Computer
  - 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

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Language of Instruction Course Attribute

Course Attribute Value

- Non-Language courses with an Instructional Language other than English

- Support expectations for student success

- Support tracking for transcript and certificate awarding

- Current Course Attribute Values include:
  – Spanish and Mandarin
  – Please complete the Language of Instruction – Class Section Request Form if another Value (language) needs to be included.

Managing the Attribute

- Available to manage during the Open Scheduling process

- For more information, please review our Resource Guide: Setting up Course and Class Attributes in the Schedule of Classes

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Combinations Overview
Creating New and Cancellations

Class combinations are used to support class set-up for multiple class sections with a single instructional experience.
- Combinations must have the same:
  - Meeting pattern
  - Instruction Mode
  - Instructor
  - Session
  - Component type
- Combination options:
  - sections of the same course (optional – common with honors)
  - Courses approved to have cross-listed courses (required)
 - Courses approved to have co-convened class sections (optional)

Check out the following resource guides for additional guidance:
- <u>Creating a Combination Resource Guide</u>
- <u>Removing Combination Resource Guide</u>

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Facility ID & Room Characteristic Set-up

- **Term Roll removes all Facility IDs**
  - After term roll the Facility ID is set according to the room characteristic of the rolled term
  - Facility IDs of CSC room are cleared during Optimization to prepare for room assignments
- **Matching Facility ID & Room Characteristic**
  - **For Centrally Scheduled Classrooms (CSC)**
    - Use 999-RMQST & 32
  - **For <u>Collaborative Learning Spaces</u> (CLS) CSC**
    - Use 999-RMQST, 32 & 35
  - **Departmentally Scheduled Classrooms (DSC)**
    - Use 999-TBA & 31 or input DSC Facility ID (if known) & 31
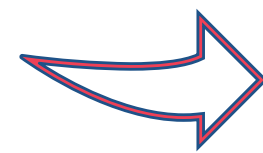
> **Take Action:** Using a DSC? Review and update the Facility ID and corresponding room characteristic as needed.

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Availability Alert for Spring 2026

Modern Languages (MLNG) 350 is being renovated and will not be available for the spring 2026 semester.

Sections typically assigned to MLNG 350 will likely be assigned to one of the following lecture halls for spring 2026:

- **Koffler 204 (278 seats)**
- **ILC 120 (300 seats)**
- **PAS 201 (379 seats)**
- **HARV 150 (390 seats)**

Please account for MLNG 350 being unavailable when planning section offerings!

Look for a new and improved MLNG 350 for fall 2026 featuring increased accessibility, improved lighting and airflow, and expanded seating configuration.

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Managing Instructor Role/Department

We need your help!

Clean-up Process

- Add a Primary Instructor with post access
- Remove Instructors no longer with the University
- Process changes to create accurate instructor table information in UAccess

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 all helps maintain accurate instructor assignments for posting Grade Rosters!

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Open Scheduling Overview

May 5 – July 31, 2025
- Open Scheduling Winter 2025 & Spring 2026

July 1, 2025
- Priority Scheduling, Common Finals & CLS Request Deadline

August 1-22, 2025
- Priority Scheduling & Optimization processing and clean-up

August 25, 2025
- Publication of the Schedule of Classes for Department Review & Section Forms Open

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Priority Scheduling Resolution Meetings

Increased Communication

RCS staff review Priority Scheduling Requests

Standard Meeting Patterns to efficiently filling classrooms to avoid scheduling gaps

Works to mimic standard meeting patterns between multiple sections requesting non-standard meeting patterns

Initial communication shared via email

Scheduled one-on-one appointments to review grids as needed upon receipt

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Optimization Processing & Clean-up

**Friday, August 1, 2025-
Friday, August 22, 2025**

AUGUST 2025

SUN	MON	TUE	WED	THR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Start of Closed Scheduling

Friday, August 1, 2025

Monday, August 25, 2025

- **Publication of the Schedule of Classes for department scheduler review**

- **Section Forms Open**
  - Priority processing for cancels and adds
  - Change forms to be processed after resolution appointments

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Resolution Weeks

**Tuesday, September 2, 2025 —
Friday, September 12, 2025**

SEPTEMBER 2025

SUN	MON	TUE	WED	THR	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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

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Variable Units Set-up

Some courses are designed to have varied units rather than fixed units. If your department has a varied unit course, please remember:

- **Course Catalog lists the approved range of units**
  - E.g., 1-3 units
- **Section-level units can be changed to a fixed amount for a single term or can vary by student**
  - Requested units must be within the approved unit range
  - Some variable unit class sections are left to the discretion of the student
    - Common with IND (thesis, capstone and dissertation)
- **Department schedulers do not have access to update units**
  - Please email rcshelp@arizona.edu during open scheduling for support with adjusting variable unit class sections
- **Section units reset to variable units listed at the catalog during term roll**
  - Class sections using in a future term, this should be requested each term

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Waitlist Set-Up

- **In UAccess Schedule of Classes, navigate to Maintain Schedule of Classes tile> Enrollment Cntrl tab**
- **Waitlist Capacity standard is 10% of class capacity or 10 students, whichever is lower.**
  - Departments may determine their Wait List Capacity or leave this field blank.
  - If combined, the Combined Wait List Capacity must match the section level capacity

- **Once class enrollment reaches the Enrollment Capacity, the class status will update to Closed and the wait list will be invoked.**
  - To ensure students are auto enrolled from the waitlist once seats become available, select the **Auto Enroll from Wait List** checkbox. The auto enroll from waitlist is an overnight process which selects the first student from the waitlist.

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How the Waitlist Functions

An automatic process runs overnight from the first day of priority registration until the day before classes start.

The process checks for open seats in classes with Wait Lists.

If a student is moved from the Wait List into the class, an automatic email is sent to inform the student.

If a student cannot be enrolled due to restrictions (e.g., time conflicts), the system sends an email explaining why.

The system then moves to the next student on the Wait List.

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RCS Reimagine Project Rollout & Office Hours

Embedded Field Logic
Alleviates the need for as many clean-up reports because rules can be built in to prevent certain errors

Enhanced System Logic
Prevents class sections from being set up outside of class scheduling best practices or policies, reducing mistakes and streamlining the scheduling process

Creating efficiencies in class section set-up
Expanding the opening the scheduling window for class set-up changes that have limited impact on enrollment

Check it out!

June 3, 1-2 p.m. **RCS Reimagine Project Roll-out Webinar**

Come to office hours and ask your questions!

Wed. & Fri. June 6 – July 31, 1-2 p.m. **RCS Reimagine Open Office Hours**

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Open Scheduling Overview Topics

Click here to watch an expanded video overview of these important Open Scheduling topics

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

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Department Scheduler Training

This training program ensures that all department schedulers receive the same, comprehensive training required to complete their work.

Available for new and experienced schedulers!

EDGE Learning: UAccess Student: Managing the Schedule of Classes. Or select the button to register below:

MANAGING THE SCHEDULE OF CLASSES TRAINING

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

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You Asked, We Answer!

1. When will the priority scheduling form open for Spring 2026?

   o Open today through July 1, 2025

2. When will event requests open through Fall 2025 Final exams and into Spring 2026?

   o Open October 1, 2025

3. When will RCS Reimagine impact our scheduling process?

   o RCS Reimagine is live June 6, 2025

4. When will section forms open for Spring 2026?

   o Open August 25, 2025

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Questions?

Office of the Registrar

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Phone: 520-621-3113 | Email: **reghelp@arizona.edu**
Office hours: Monday – Friday, 8:30 a.m. – 4:30 p.m.

website: **registrar.arizona.edu**