

# **RCS Reimagine:**

## **Updates for Managing the Schedule of Classes**



# Introductions



**Jaclyn Pryor**  
Assistant Registrar,  
Room & Course Scheduling



**Angelica Medina**  
Academic Records Coordinator Sr.,  
Room & Course Scheduling



**Vicky Polashenski**  
Academic Records Coordinator,  
Room & Course Scheduling



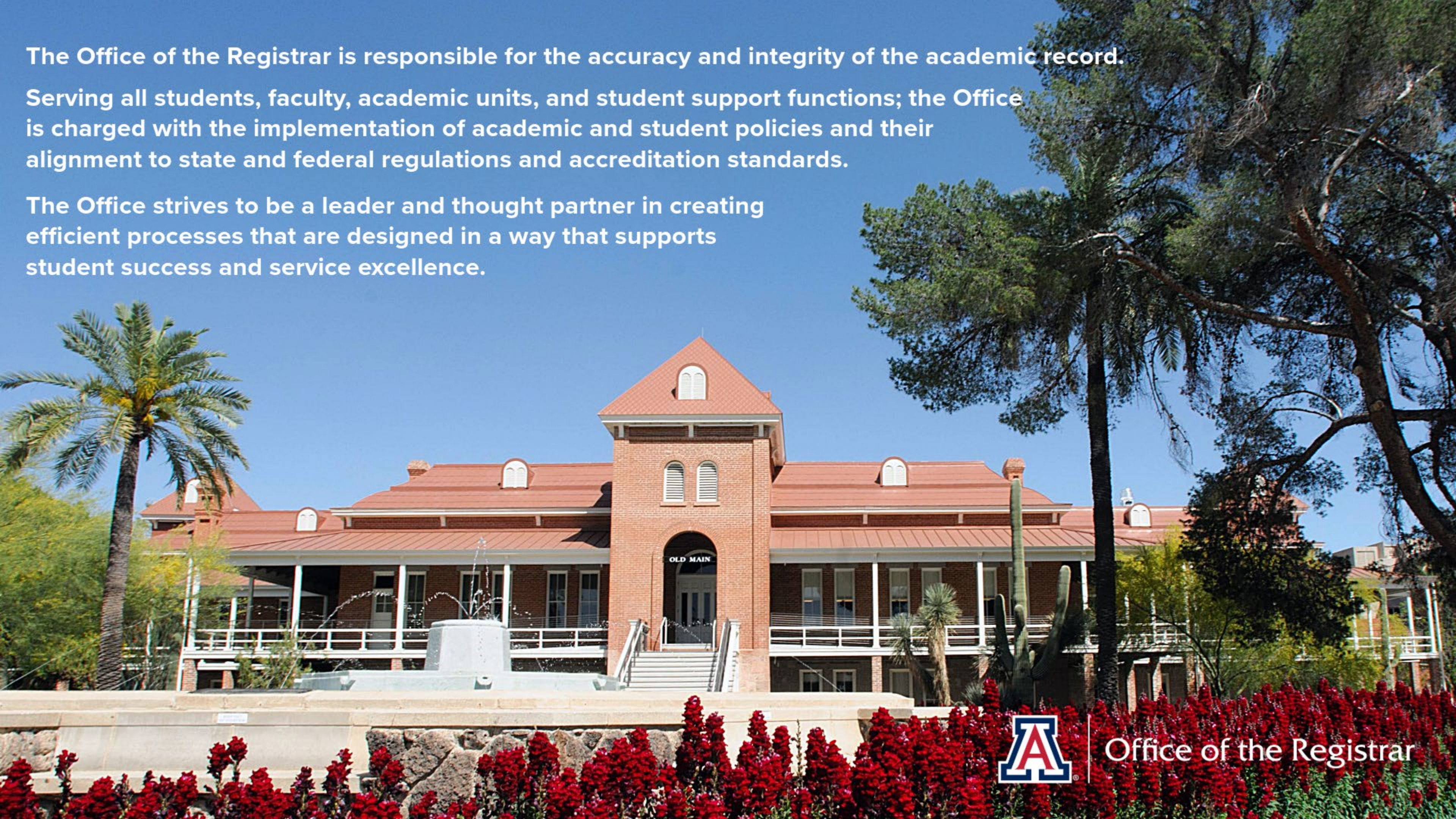
- **Overview of Logic Based Rules**
- **Changes in Open & Closed Scheduling Access Timeline**
  - Navigation Tile One Stop
  - Section Request – Add
  - Section Request – Change
- **Demonstration of Managing the Schedule of Classes**
- **Support Resources**
  - Updated Training Materials
  - Project Rollout Webinar
  - Office Hours
- **Questions**



**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.**

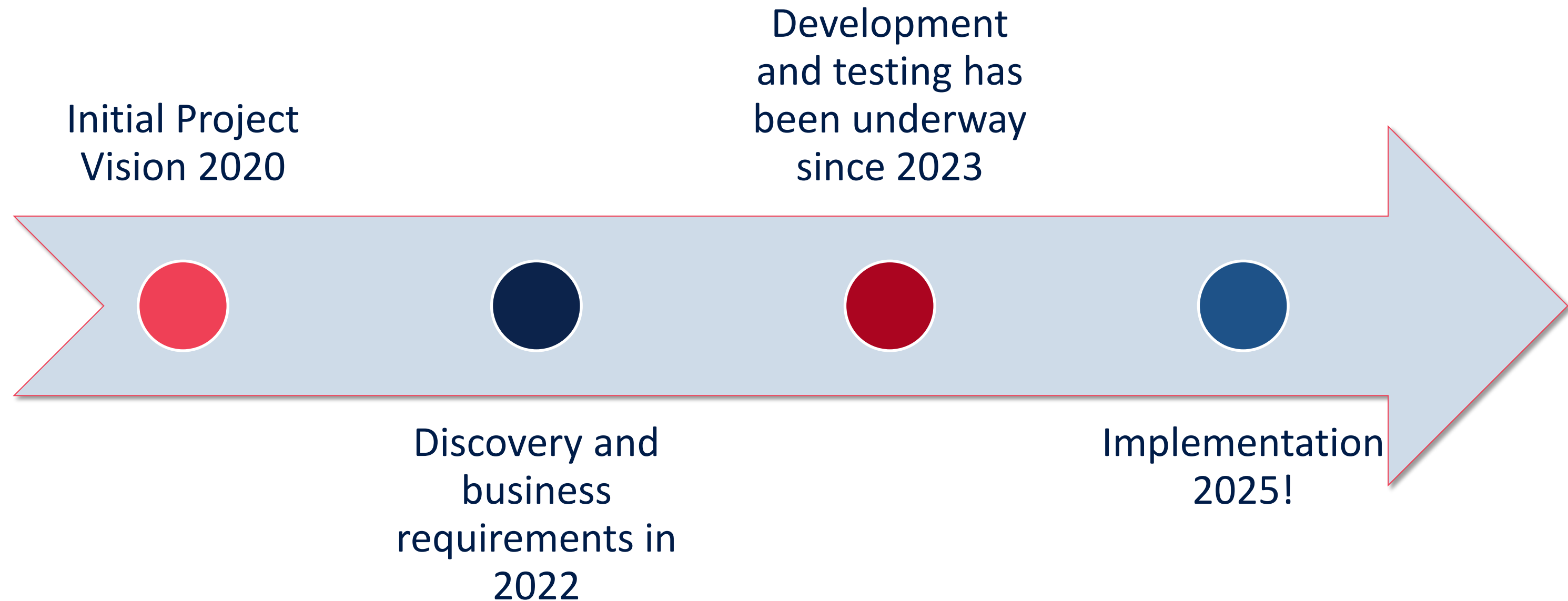
**The Office strives to be a leader and thought partner in creating efficient processes that are designed in a way that supports student success and service excellence.**



**Office of the Registrar**

# RCS Reimagine Project Overview

What began as a desire to align system processing with class scheduling best practice in accordance with Catalog and Academic Policy, has evolved and developed over the past 5 years.





# Purpose of Logic-Based Rules

## Enhanced System Logic

- Prevents class sections from being set up outside of class scheduling best practices and Catalog & Academic policies
- Reduces data entry mistakes and streamlines the scheduling process
- Alleviates the need for as many clean-up reports because the embedded field logic prevent certain errors at the point of data entry
- Reduces need for clean-up related communications

**When evoked, the logic-based rules will result in 4 potential outcomes:**

1. Save
2. Auto Correct
3. Warning Message
4. Do Not Save Alert



## Save

**The logic-based rules are designed to review data and only allow class set-up that aligns with class scheduling best practices and Catalog policy to save.**

- **Example: Sections with 999-RMRQST Facility ID with the room characteristic 32 will save**
  - No changes needed.
- **Example: Sections assigned on Online Campus with an Instruction Mode of Fully Online (FO) will save**
  - No changes needed.
- **Example: Sections including a complete meeting pattern [facility ID, Days, Times] will save**
  - No changes needed.



# Auto Correct

Some logic-based rules are designed to review data and auto correct entries in accordance with Class Scheduling best practices.

- **Example:** Sections with 999-ONLINE Facility ID with a room characteristic of 32 will have the room characteristic auto-corrected to a 31
  - Upon saving, the change is made automatically.

# Warning Message

Some logic-based rules are designed to recognize class set-up data inconsistent with Class Scheduling best practice and provide warning messages to indicated the issue and provide next step actions.

- Example: Sections with mismatched Requested Room Capacity and Enrollment Capacity will be asked to review these fields and confirm their accuracy
  - These sections will save as normal
  - Referencing the rule number listed in the warning message is helpful if additional assistance from RCS is needed

Enrollment Status	Open	
Requested Room Capacity	<input type="text" value="20"/>	Total
Enrollment Capacity	<input type="text" value="5"/>	0
Wait List Capacity	<input type="text"/>	0
Minimum Enrollment Nbr	<input type="text"/>	

Message

The Requested Room Capacity value differs from the Enrollment Capacity value. If requesting a Centrally Scheduled Classroom, change these values to match. - Rule #650  
CLASS\_DATA (0,0)

OK

# Do Not Save

## Some logic-based rules are designed to prevent class set-up data from saving with incorrect or incomplete class data

- Example: In-Person sections cannot be saved with the Active status and an incomplete meeting pattern. The meeting pattern must be resolved before saving
  - A warning message will appear to direct department schedulers on actions needed to resolve the issue

Meeting Pattern

Find

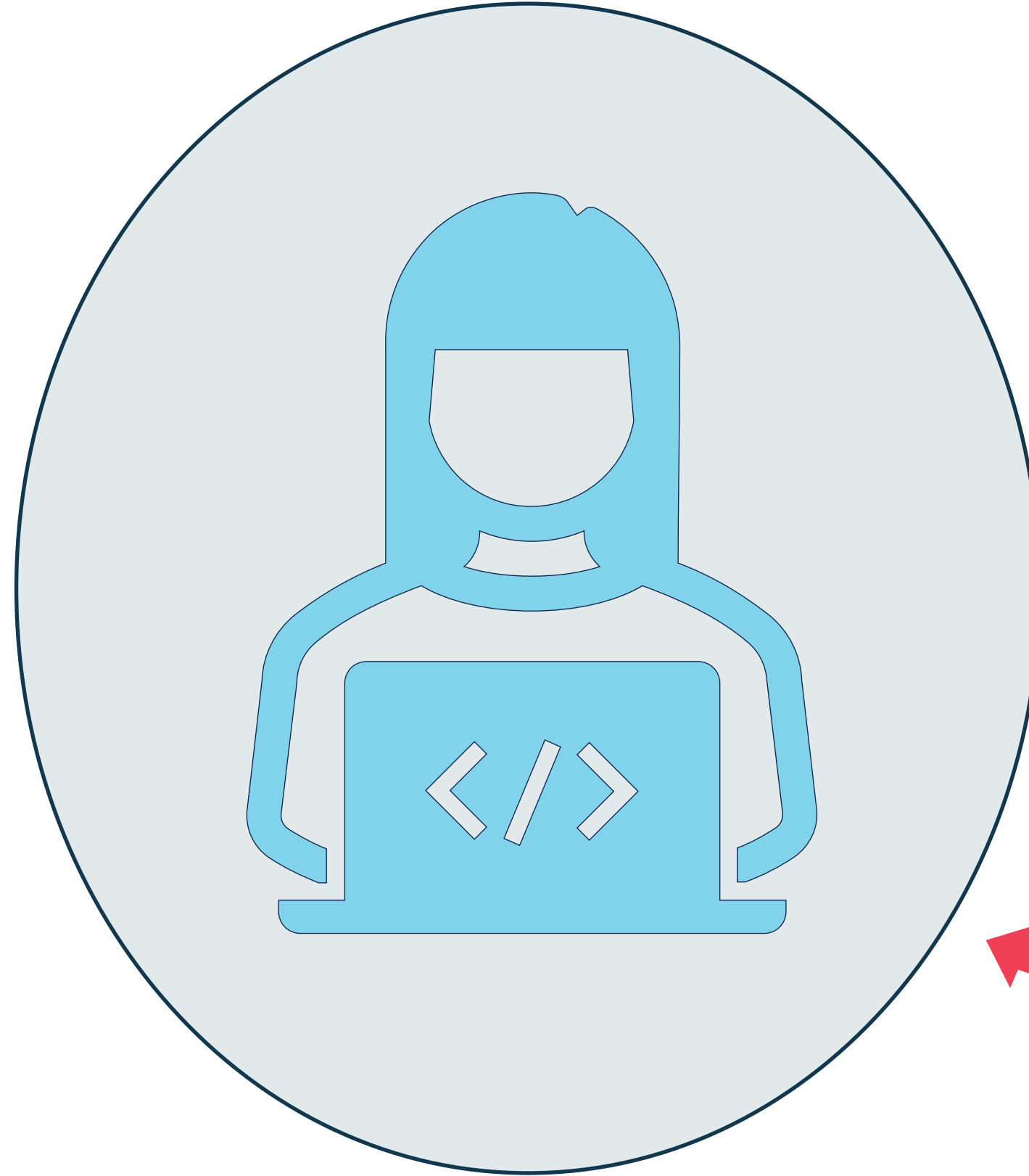
Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S
999-RMRQST	99	TUTH			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Message

Listed meeting pattern is incomplete. The Facility ID, meeting days, meeting start time, and meeting end time fields are required to save - Rule #360 CLASS\_DATA (0,0)

OK

# Let's watch the rules in action!

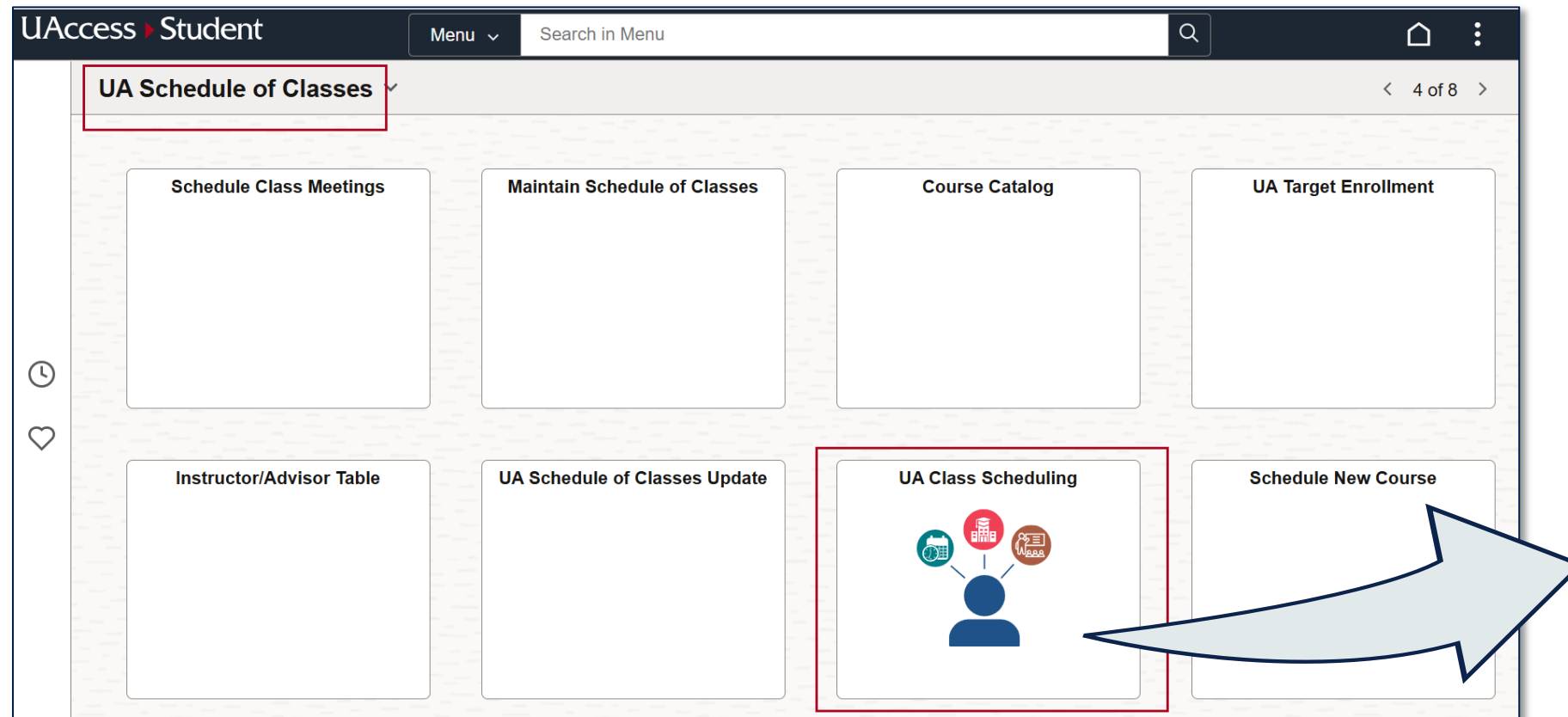


Click image to play demonstration  
in a new window!

# Navigation Tile One Stop

## The Navigation tile has a specially tailored list to guide for department schedulers

- User friendly titles will redirect based on action-oriented processes



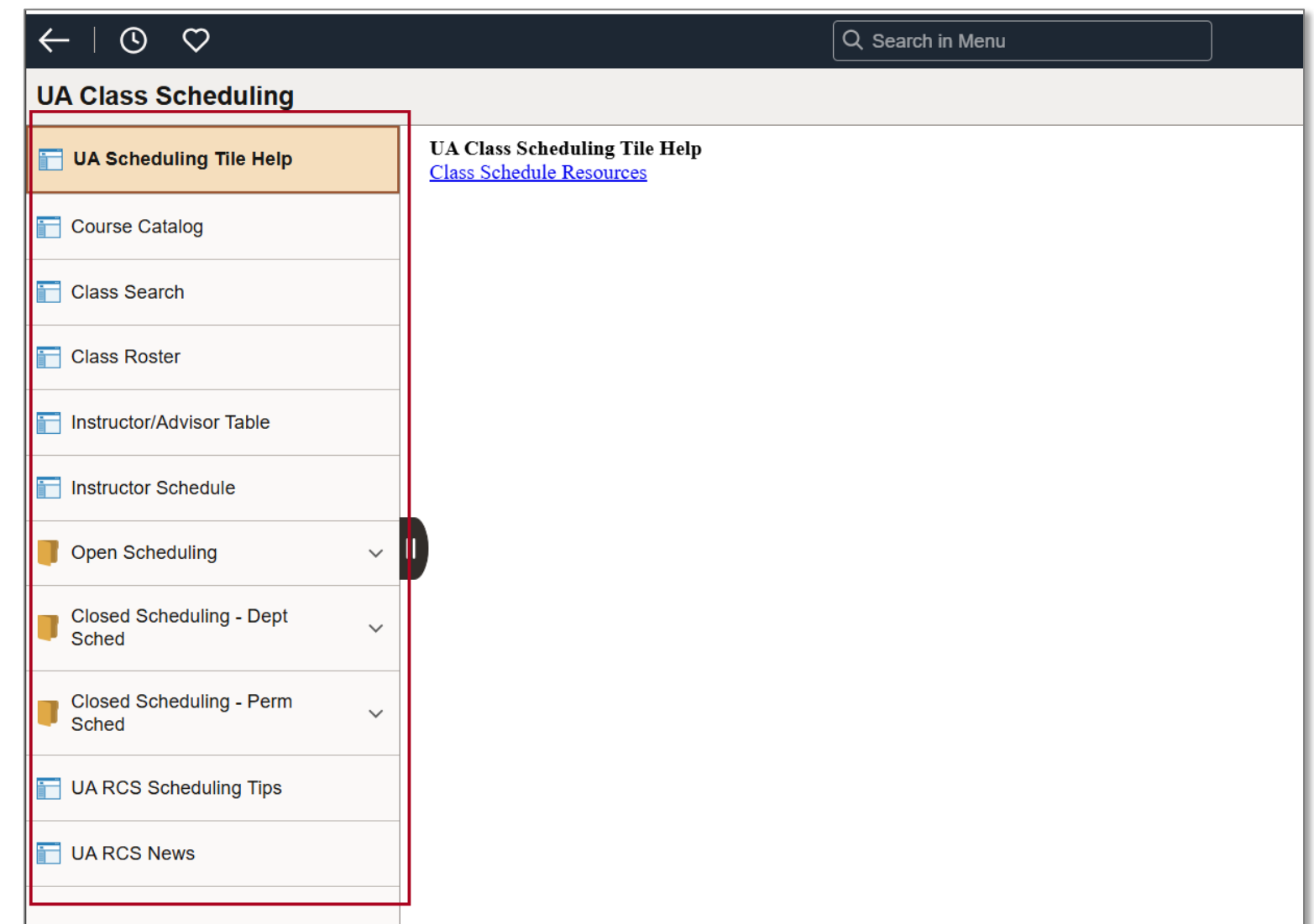
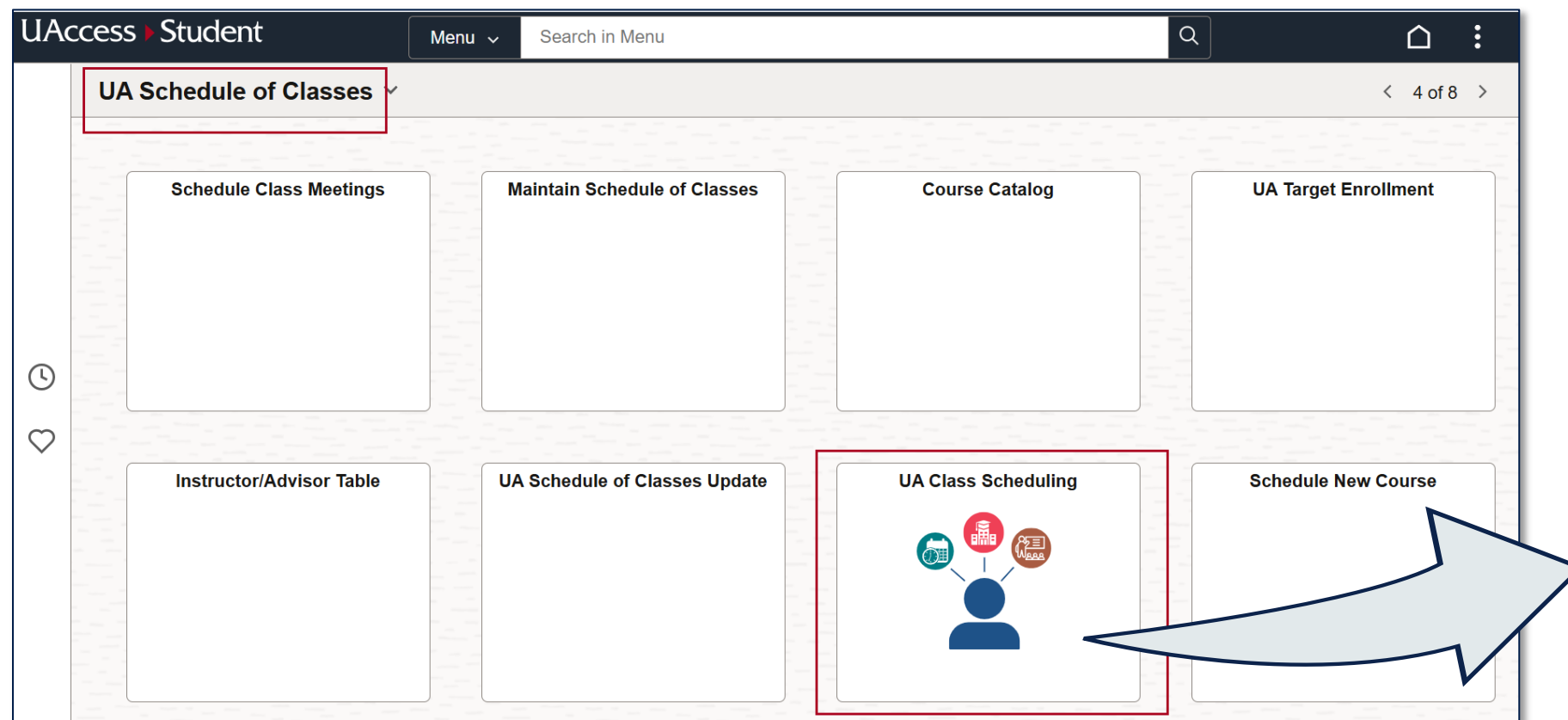
### Organized by Access Period & Use

- Year Round
- Open Scheduling
- Closed Scheduling
- Resources

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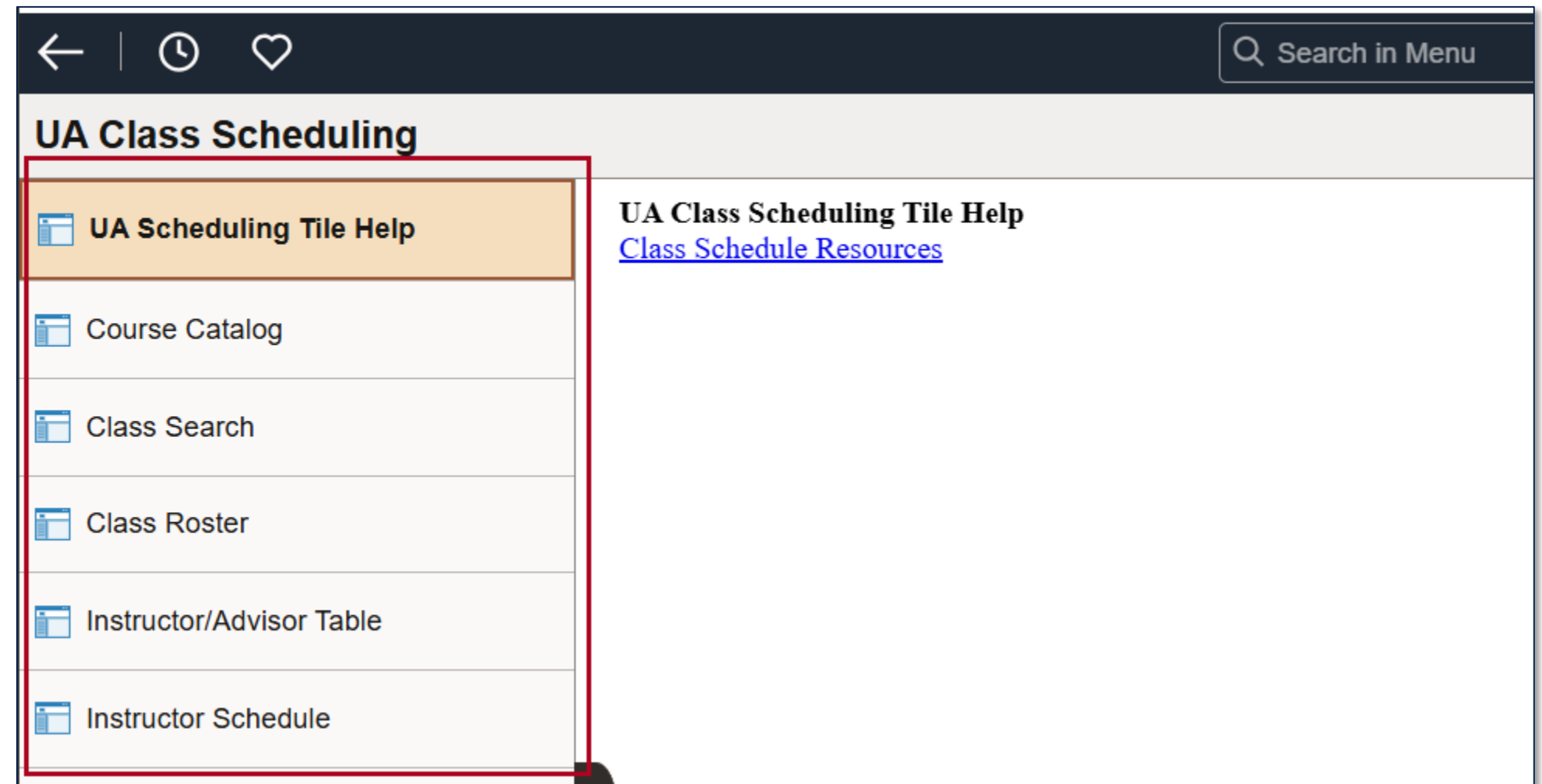
### Organized by Access Period & Use

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# One Stop Experience for Year-Round Access

Department Schedulers have access during Open and Closed Scheduling to the following **class scheduling tools**:

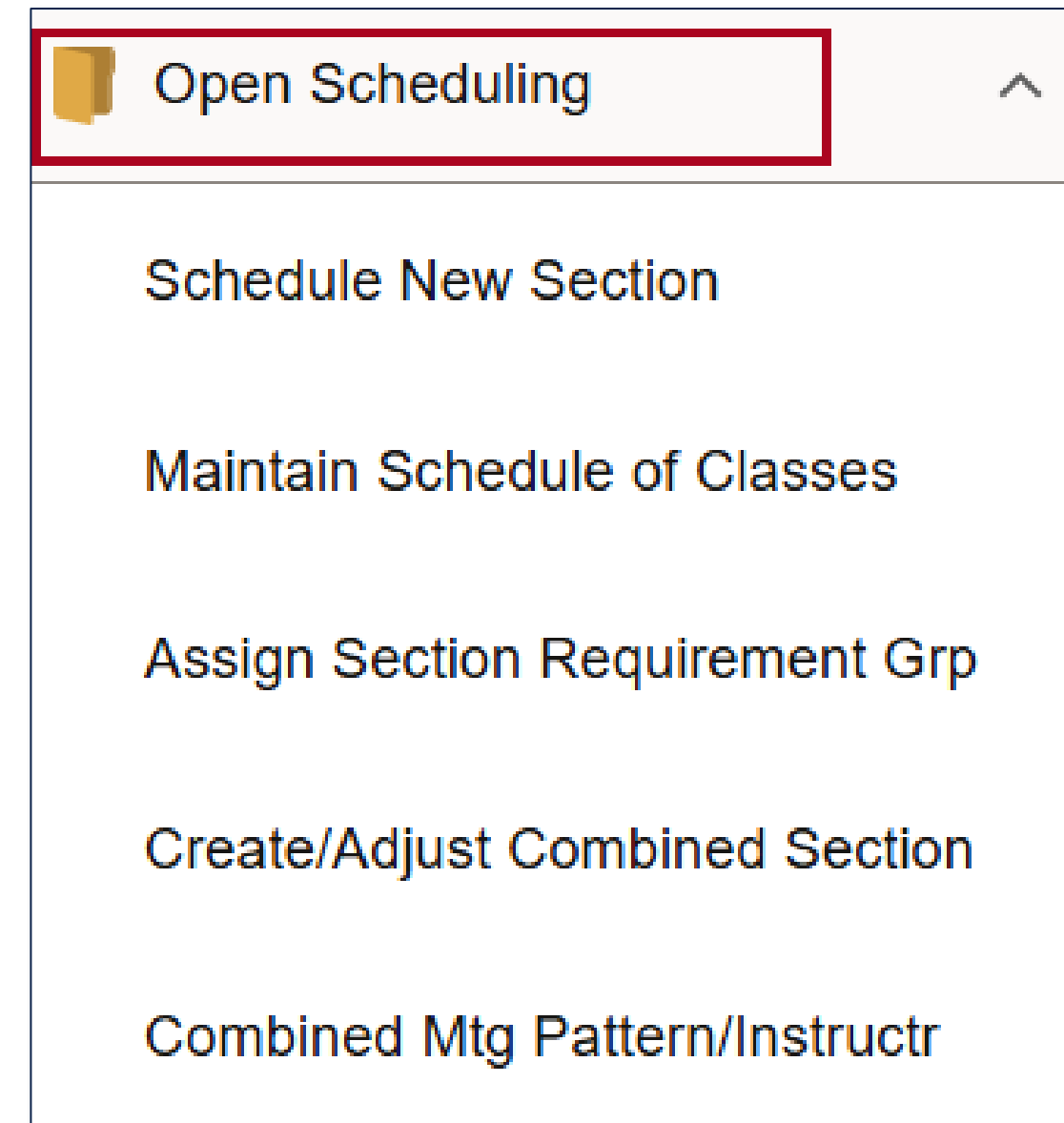
- Course Catalog
- Class Search
- Class Roster
- Instructor/Advisor Table
- Instructor Schedule



# One Stop Experience for Open Scheduling Access

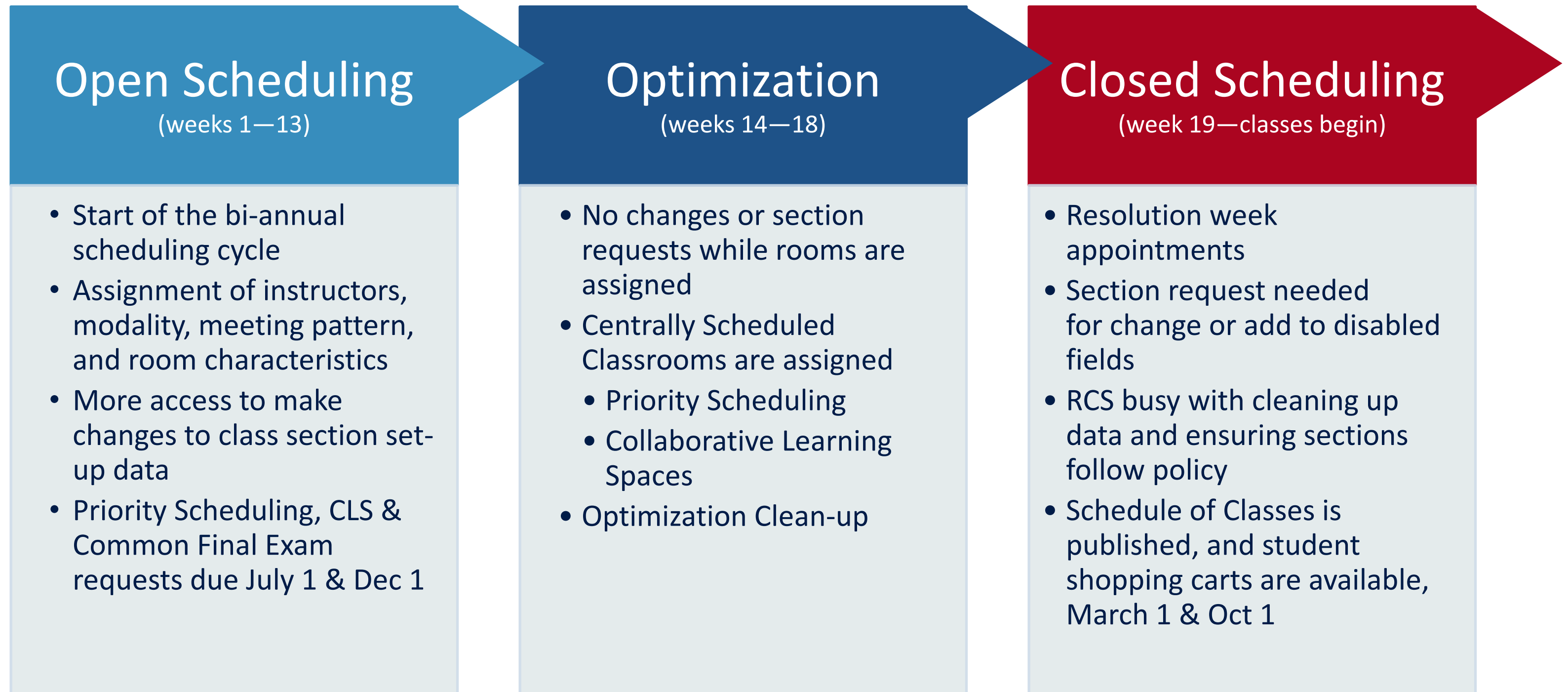
**In addition to the Year-Round tools, department schedulers have access during open scheduling to the following class scheduling tools:**

- Schedule New Section
- Maintain Schedule of Classes
- Assign Section Requirement Grp
- Create/Adjust Combined Section
- Combined Mtg Pattern/Instructor



# The Scheduling Time Periods

In review



# Changes in Open & Closed Scheduling Access Timeline

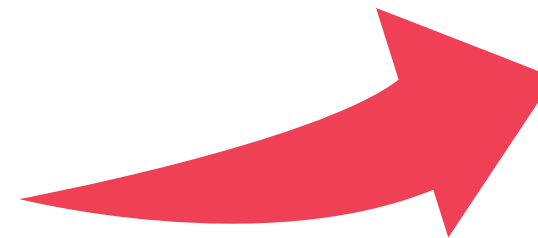
With the logic-based rules in place increased access for department schedulers with managing the class set-up.

- Adjustments to the page controls are in place to allow for greater access

To allow for Priority Scheduling Room Assignments and Optimization Process, we will still **have two distinct Open and Closed scheduling periods**

- After Optimization, the built in Section Request Add & Change process allows for a longer access window for class set-up changes that have limited impact to the student experience.

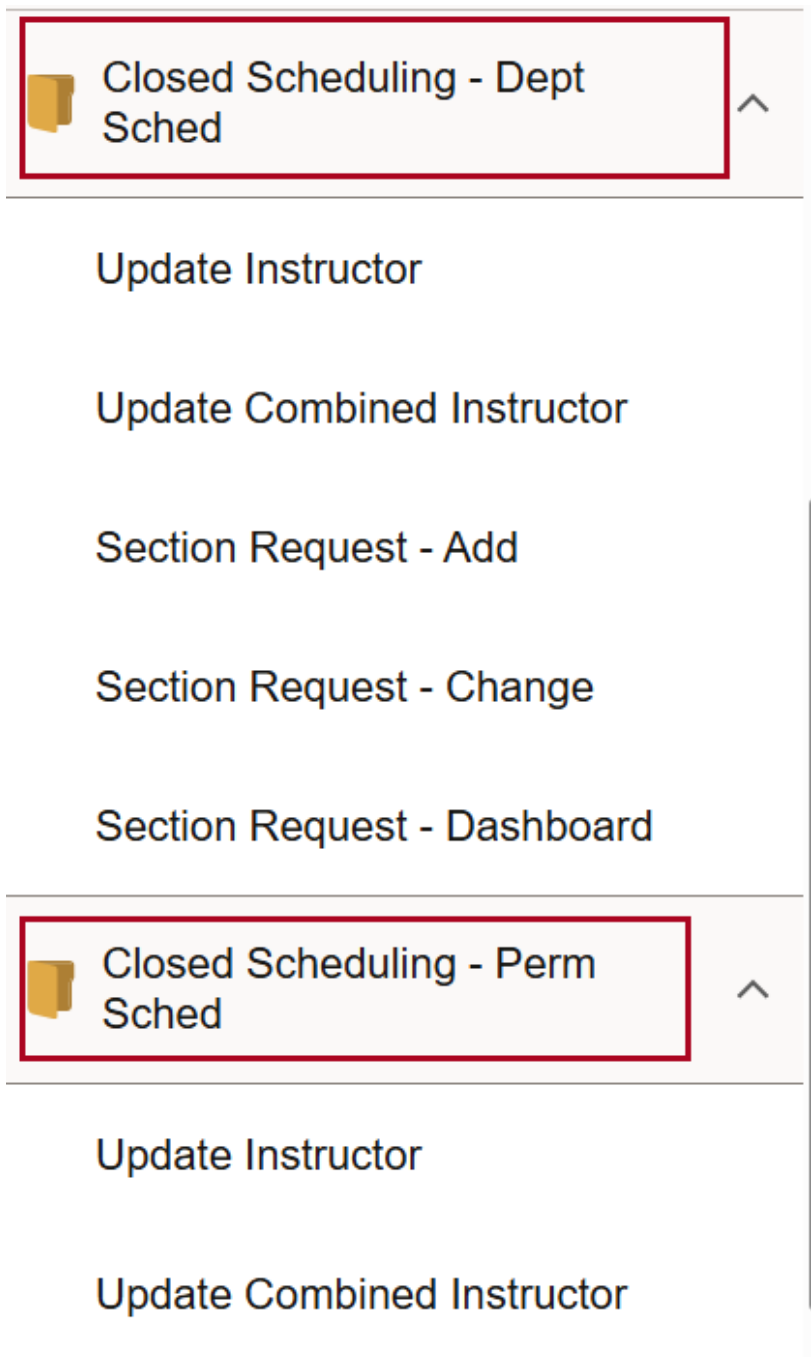
**The difference with RCS Reimagine is that**



## Logic-Based Rules During Closed Scheduling

- As needed, changes can be made to any class set-up fields that are active during Closed Scheduling
- Any changes to a class set-up field that is disabled should be submitted via a section request – change

# One-Stop Experience for Closed Scheduling Access



- In addition to the Year-round tools, department schedulers have access during Closed Scheduling to the following class scheduling tools:

- **Department Schedulers:**
  - Update Instructor
  - Update Combined Instructor
  - Section Request – Add
  - Section Request – Change
  - Section Request – Dashboard
- **Perm Department Schedulers:**
  - Update Instructor
  - Update Combined Instructor

## Increased access during Closed Scheduling:

- Section Number & Associated Class Number
- Course Topic
- Schedule Print checkbox
- Class Attributes
- Contact Minutes (view)
- Waitlist Capacity
- Department Consent
- Class Notes
- Update Class Association Requisite
- Requirement Group
- Requirement Designation

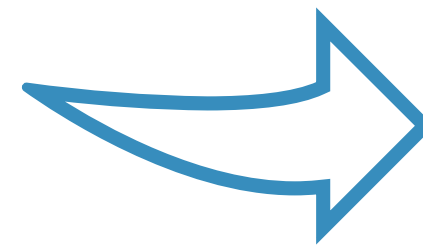
**Changes are permitted until a class section has enrollment**



## Section Requests – Add & Change

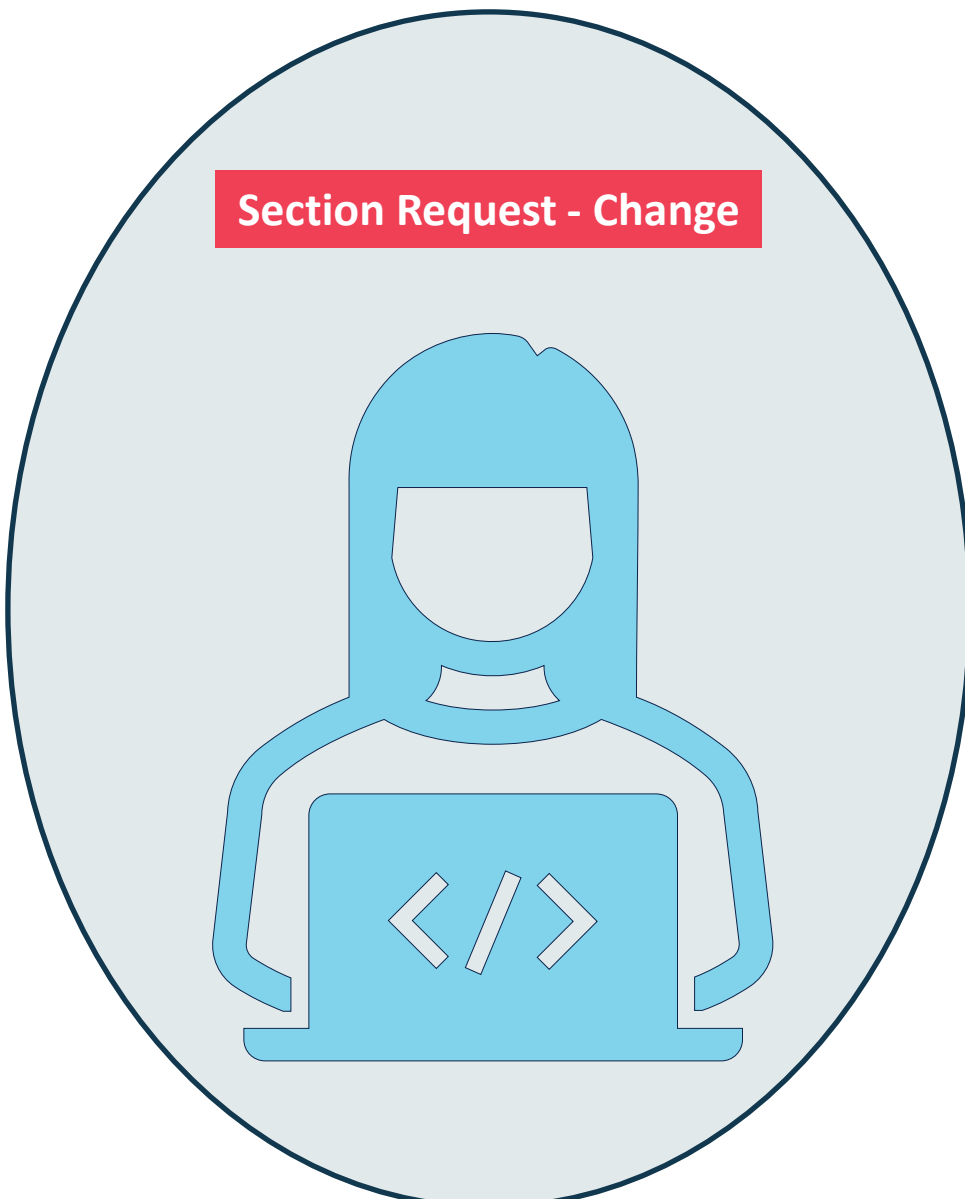
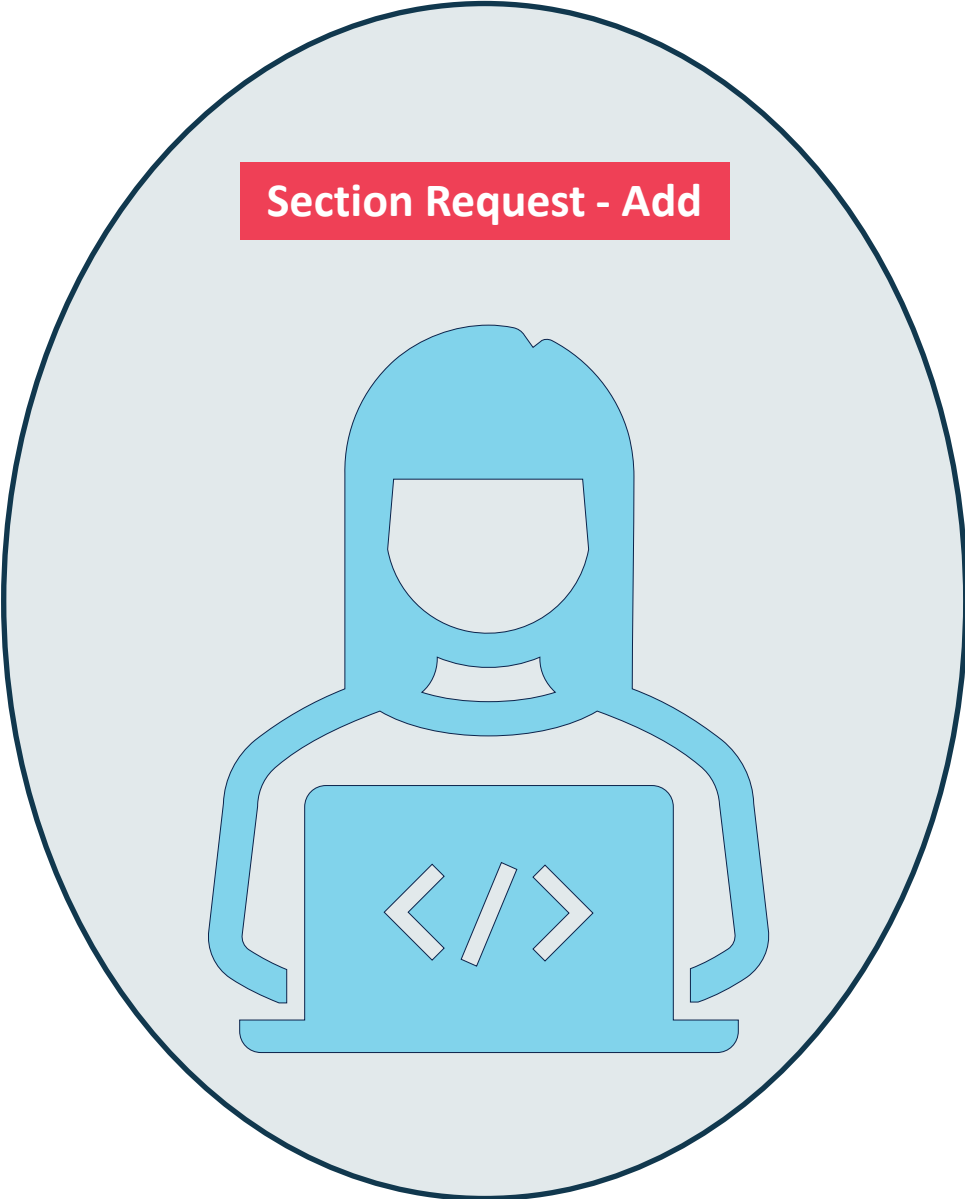
Section request are now built directly into UAccess and include built in Request Comments and Workflow routing that will expedite processing and reduce external, email communications.

- **Section Request - Adds**
  - Insert class set-up details for all requested fields
- **Section Request - Changes**
  - Only insert class set-up details to be changed
  - No need to recreate existing class section data



Section Request – change is only submitted if class set-up edits are needed to disabled fields during closed scheduling

# Time for Section Request Navigation Demos!



Click image to play demonstration  
in a new window!





# Transition of Section *Form* to Section *Request*

- **Fall 2025 SASG Section Forms closed May 30, 2025**
  - Please do not submit any non-urgent Fall 2025 section forms after this date.
  - Existing Fall 2025 submissions will be resolved between May 30 – June 5. If a form cannot be completed, RCS will contact the department scheduler with next steps.
- **New processes for Fall 2025 (and beyond) launch June 6**
  - NEW Section Request process goes live Friday, June 6, 2025.
- **Summer 2025 forms continue as usual**
  - The current SASG process will remain in place for Summer 2025 section forms through August 11, 2025



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# Project Transition & Go Live

Tuesday, June 3 – Friday, June 6



## Key dates to remember:

- **Kickoff webinar 6/3**
  - Recording available 6/4
- **Project launch 6/6**
  - New section request for fall 2025
  - Logic-based rules and system enhancements live!
  - New Resource Guides, updated trainings, & open office hours in June & July



# Updated Department Scheduler Resources

## 1. Resource Guides

- Scheduling Resource Guides are updated to reflect the user experience impacts based on the logic-based rules

## 2. Department Scheduler Training:

- The training is updated to indicate the user experience impacts based on the logic-based rules
- Recommend new and experienced schedulers to review

### MANAGING THE SCHEDULE OF CLASSES TRAINING



# RCS Summer Open Office Hours

## Join Us!

**Wednesdays & Fridays**  
**June 6- July 30, 2025, from 1-2pm**  
(excluding July 4)

For one-on-one assistance with:

- Navigation support
- User experience changes
- Guidance for class section set-up

No registration needed;  
just follow this link:

**[JOIN OFFICE HOURS AT THIS LINK](#)**



# Questions?



Office of the Registrar



## Office of the Registrar

Administration Building | Main Floor, Room 210  
Phone: 520-621-3113 | Email: [reghelp@arizona.edu](mailto:reghelp@arizona.edu)  
Office hours: Monday – Friday, 8:30 a.m. – 4:30 p.m.

website: [registrar.arizona.edu](http://registrar.arizona.edu)

### **Room & Course Scheduling**

Phone: 520-621-3313 | Email: [rcshelp@arizona.edu](mailto:rcshelp@arizona.edu)  
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