

Summer and Fall 2027 Open Scheduling Kickoff



Office of the Registrar

Introductions



Jaclyn Pryor
Associate Registrar
Room & Course Scheduling



Vicky Polashenski
Interim Manager, Class Scheduling



Casey Norman
Coordinator, Central
Classroom Services



MJ Joaquin
Academic Records Specialist,
Room & Course Scheduling



Alexa Medina
Academic Records Specialist,
Room & Course Scheduling



Sam Shea
Director (Tucson, Phoenix)
Health Sciences Scheduling



Brett Thomas
Manager (Tucson),
Health Sciences Scheduling



Manuel Castro
Manager (Phoenix),
Health Sciences Scheduling

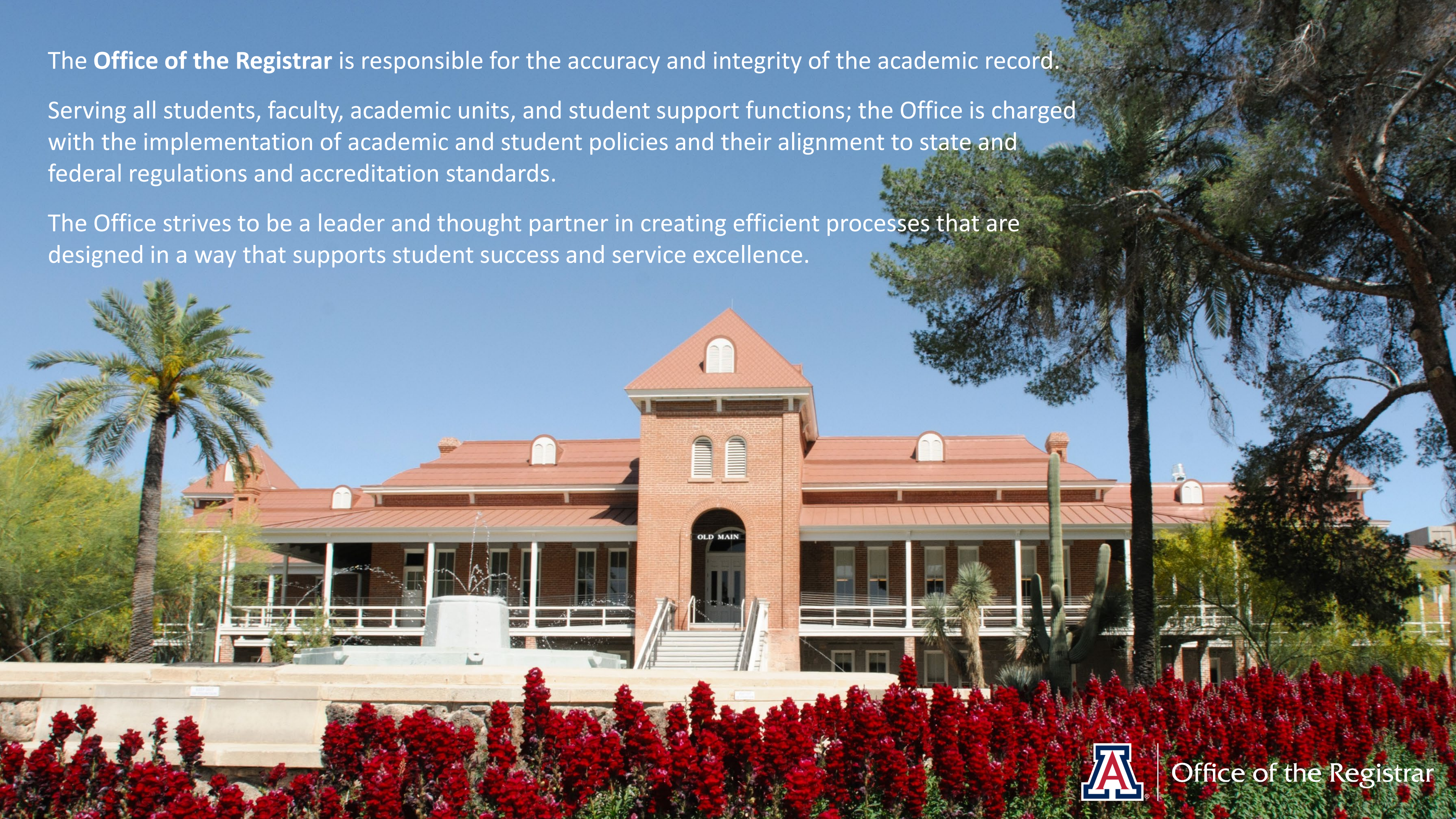


Sabrina Torok
Business Analyst (Tucson),
Health Sciences Scheduling

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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What's New

Recent Enhancements

Scheduling Best Practices

Scheduling Timeline

Announcements

Questions



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What's New



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Team Updates

New Team Members and Promotions

Room & Course Scheduling

Class Scheduling

Alexa Medina | Academic Records Specialist, Room & Course Scheduling
Casey Norman | Coordinator, Central Classroom Services

Health Sciences Scheduling

Sam Shea | Director, HSS (Tucson and Phoenix)
Brett Thomas | Manager, HSS (Tucson)
Manuel Castro | Manager, HSS (Phoenix)
Sabrina Torok | Business Analyst, Applications System Support, HSS (Tucson)

Promotion & Title Changes

Room & Course Scheduling

Jaclyn Pryor | Associate Registrar, Room & Course Scheduling
Vicky Polashenski | Interim Manager, Class Scheduling

Coming Soon!

Manager, Class Scheduling
Coordinator, Academic Records, Room & Course Scheduling

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Integrated Scheduling Management

Process Assessment and Integration

- Room and Course Scheduling composite department
 - RCS Class Scheduling (CS)
 - RCS Health Sciences Scheduling (HSS)
- Both teams providing consistent services
 - Reviewing processes to identify alignment of timelines
 - Maintain timely and accurate scheduling
 - Integration of cross functional efficiencies
- Merging Communication Efforts
 - RCS Newsletter
 - Webinars

*No process changes to date –
Stay tuned for updates*

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Health Sciences Scheduling Overview

TOGETHER, WE MANAGE:

302 spaces across **three** campus locations

80 Academic / 153 Lab / 69 Event/Conference

38,000 Sessions in 2025

28K academic & 10K non-academic

Scheduling Process: Driven by our established policies and timelines

- Train and support department schedulers
- Our schedulers submit course dates, times, and session requirements twice annually
- Space is assigned based on course requirements by HSS

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WHERE WE OPERATE:

- U of A Health Sciences - Tucson
- Phoenix Bioscience Core (PBC)
- Gilbert

WHAT WE COORDINATE:

- Both patterned and complex, non-patterned course scheduling
- Lab coordination and resource management

WHO WE **SUPPORT**:

65+ department schedulers
5 UA Health Sciences colleges
6 NAU health programs



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TRAINING CONTENT

- Annual, audited EDGE training
- 3 training modules
- Training accommodates different learning styles

AVAILABLE RESOURCES

- Bookings for 1:1 trainings and assistance
- Self-service resources online



UAHS Instructional Space Assignment Policy Training

RESUME COURSE

A screenshot of the UAHS Tucson Scheduling Menu website. The page features a navigation bar with links for Home, Calendars, Events, and Settings. Below the navigation bar, there is a welcome message and a section titled "UAHS Tucson Scheduling Menu". On the left, there is a large image of the building with a red, textured facade. Overlaid on this image is a red speech bubble that says "Click on the Request Academic Sessions button." On the right side of the page, there is a list of buttons: "CHECK AVAILABLE SPACE", "REQUEST EVENT (EVENT FORMS)", "MODIFY EXISTING EVENTS", "REQUEST INTERPROFESSIONAL CLINICAL & PROFESSIONAL SKILLS EVENT", "ACADEMIC SCHEDULER: Request Academic Sessions", and "APPROVER: Check Notifications". At the bottom, there is a footer with a welcome message and a note about library study spaces.

Home Calendars Events Settings

Welcome to the Tucson Health Sciences Scheduling System!

UAHS Tucson Scheduling Menu

Click on the **Request Academic Sessions** button.

THE UNIVERSITY OF ARIZONA HEALTH SCIENCES
Scheduling

CHECK AVAILABLE SPACE

REQUEST EVENT (EVENT FORMS)

MODIFY EXISTING EVENTS

REQUEST INTERPROFESSIONAL CLINICAL & PROFESSIONAL SKILLS EVENT

ACADEMIC SCHEDULER:
Request Academic Sessions

APPROVER:
Check Notifications

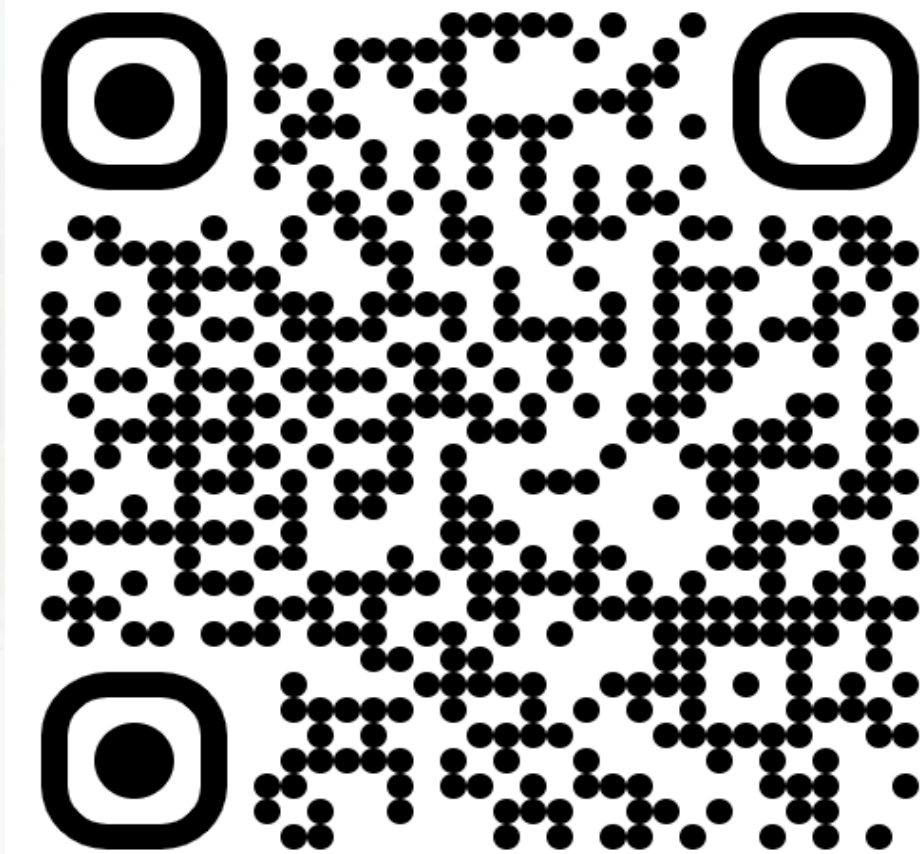
Welcome to the Astra scheduling website.

Students seeking meeting spaces should use the library study spaces.
For more information about library study spaces, please visit UAHS Library Spaces.



UAHS Scheduling

University of Arizona Health Sciences Scheduling manages and supports the enterprise scheduling solution for UArizona Health Sciences, Astra Schedule, in **Tucson, Phoenix, and Gilbert**. Health Sciences Scheduling works closely with the Phoenix Bioscience Core (PBC) and UAHS leadership to generate room utilization reports and develop policies and procedures.



Ad Astra Room Scheduler

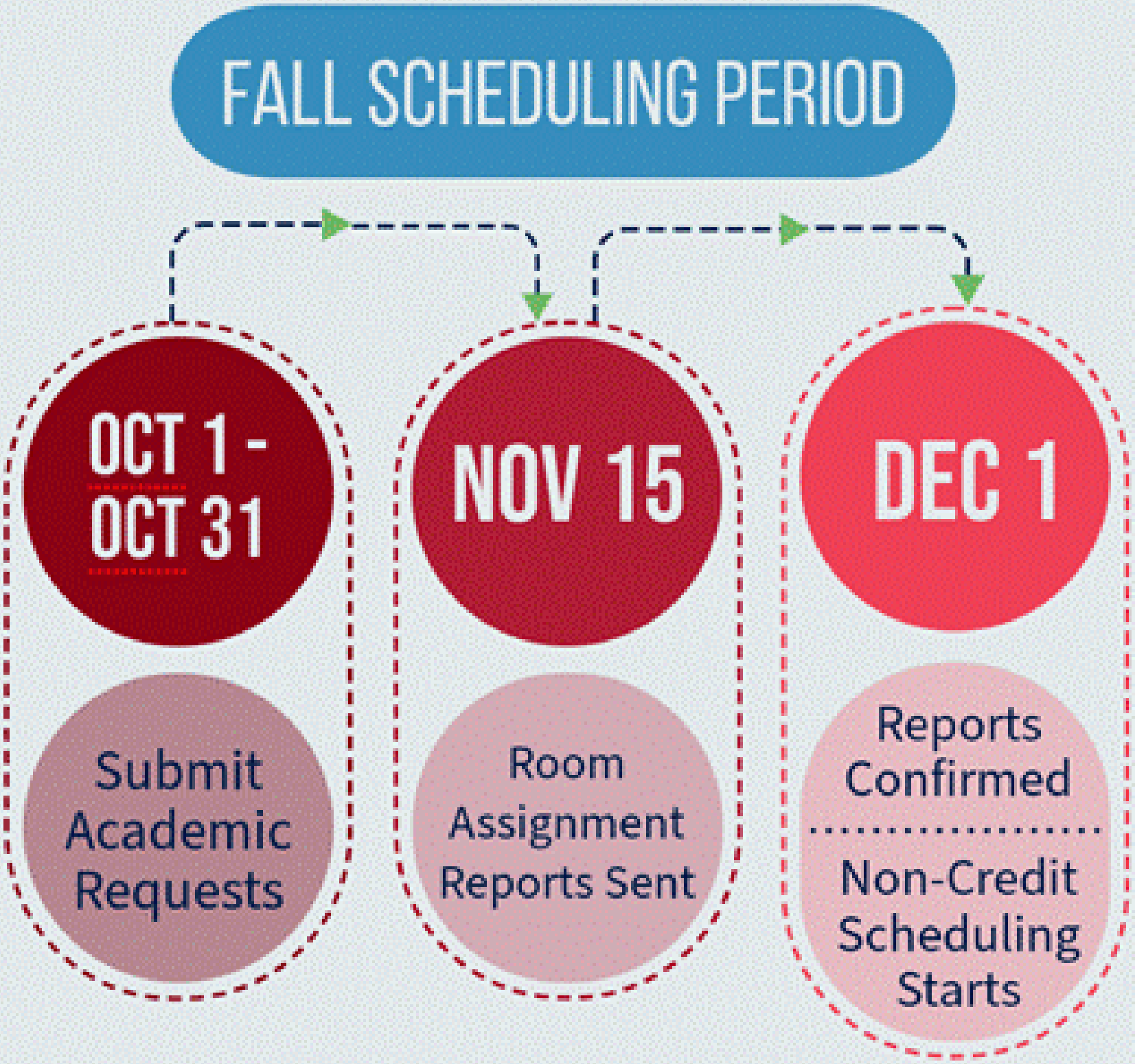
Tucson - Phoenix - Gilbert

UAHS Tucson General Campus Room Scheduling

AHSC Resource Scheduler

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Health Sciences Scheduling Timeline



New Class Scheduling Tool

Schedule Validation Dashboard

Enhancement Outcome:

- **Centralized Visibility:** View all schedule validation errors and warnings in one dashboard.
 - Apply filters to quickly identify impacted sections
- **Streamlined Resolution:** Review validation items, take action, and mark issues as complete.
 - Unresolved issues remain visible until successfully validated or resolved.
- **Improved Data Quality:** Supports timely resolution of schedule issues and promotes schedule accuracy.

Communication Plan:

- **Automated Updates:** Distribution of bi-weekly updates to provisioned personnel within corresponding academic orgs

Checkout the new Schedule Validation Dashboard for more details

← | ⌚ | ♥

Q Search in Menu

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UA Class Scheduling

UA Scheduling Tile Help

Course Catalog

Class Search

Class Roster

Instructor/Advisor Table

Instructor Schedule

UA Sched Validation Dashboard

Open Scheduling

Closed Scheduling - Dept Sched

Search Filter

Class Setup Area

Maintain Schedule of Classes

*From Date

07/31/2026

*To Date

09/01/2026

Rule

Severity

Status

Not Reviewed

Seq #

Subject

Catalog Nbr

Term

Class Nbr

Course ID

Search

Clear

Rows

2557

*Over 1000 rows were returned. Use the prior/next results.

Prior Results

Ne

	View	Class Setup Area	Term	Course ID	Offer Nbr	Session	Subject	Catalog Number	Section	Class Number	Associated Class	Campus	Location	Combined Section
1	View	Maintain Schedule of Classes	2271	005642	1	1	BE	120	101	49561	101	MAIN	TUCSON	

Note: Auto-Expiring Warnings: Warnings expire after 14 days and are assigned an **Auto-Expire** status.

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Recent Enhancements



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Building Insight into Wait List Processes

Increased Transparency

- **New or Updated Staff Resources**
 - The following guides and resources are now available or have been updated:
 - [Setting up a Wait List](#)
 - [Closing the Wait List](#)
 - [Combined Section Set-Up](#)
- **Changes**
 - **Brightspace Access Change:** Beginning in Fall 2026, waitlisted students will no longer have access to Brightspace until officially enrolled.
 - **New Class Swap Wait List Error Message:** Students waitlisted in a lecture/lab combination must drop the existing waitlisted combination before joining a different one.

Visit the new
[Wait List](#) webpage!

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Recent Learning Spaces & Student Support Enhancements

Modern Languages 350 Renovation



- **Renovation Features**

- Improved accessibility for both students and instructors
- Increased overall seating capacity with new capacity: 350
- New approach to lecture hall seat distribution
 - expanded flexible seating options with wider chairs and additional fixed tables paired with movable chairs
- Feature a reimagined instructional platform with new ramp access

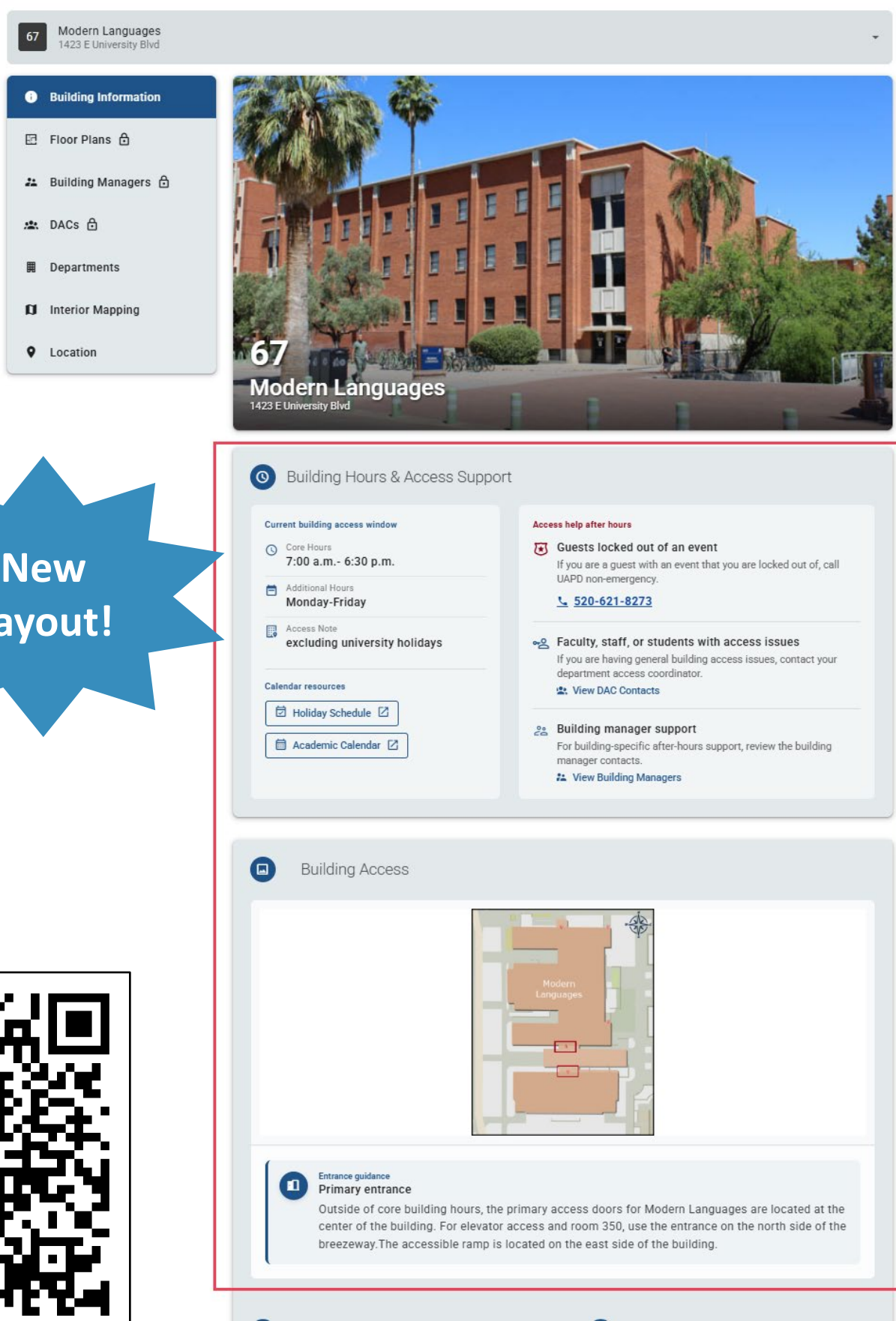
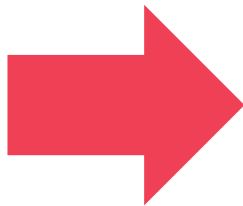
*Join us for the Grand Opening this Thursday,
October 8 from 4-5:30pm*

Core Building Hours

Access Transparency

- **Project Overview:**
 - Creating transparency to support the institutional transition to exterior building access to keyless entry CatCard readers.
- **Key Outcomes**
 - Building Directory updates
 - New building signage
- **Key Campus Partners**
 - Facilities Management – Lock Shop & Sign Shop
 - Disability Resource Center
 - Office of Public Safety
 - UITS

Scan to preview our building information!



Scheduling Best Practices



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Class Scheduling and Related Activities

Supporting Accurate Student Records and Building Schedules

Schedule accuracy and transparency supports a positive student experience

How to determine the best scheduling tool when supporting unique academic activities:

- Academic Activities that are **require attendance for a grade** are related to the student record and should be included in the **Schedule of Classes**
 - Class set-up to support unique scheduling (class notes)
- Academic Related sessions and events that offer **optional participation** time to the instructional contact minutes are most appropriately scheduled as Academic Events in **Ad Astra**
 - Dissertation Presentation
- **Combination of both tools**
 - Some activities benefit from both class set-up support and an event
 - Field Trips
- Connect with RCS for support - Join us for Office Hours!
- Check out the [Faculty/Staff Event Request Resource Guide](#) for additional guidance

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Instructor Roles and Approved Courses

Year-Round Access to Manage Instructor Rosters

Managing Instructor Assignments

- Remove Instructors no longer with the University
- Add a Primary Instructor with Post access
 - **Post:** permits grading and posting grades to the student record
 - **Grade:** permits grading only
- TA's should not be listed as primary instructors as this creates an issue with routing official schedule forms
- Check out the [Update Instructor/Advisor Table](#) resource guide for guidance on adding approved courses in UAccess

Maintaining accurate instructor assignments supports timely Grade Rosters!



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Managing Section Requests

Dashboard Management

- **Section Requests Saved & Returned Status**
 - Saved (Not Submitted) Status
 - Initiating Section Request Change and saving and not submitting
 - Returned to Requestor Status
 - Request is returned to department for additional review and has not been resubmitted
 - RCS prevented from further processing
- **Resource Guide**
 - [Section Request – Dashboard Navigation](#)

Take Action: Departments will receive one follow-up communication regarding Returned to Requestor status section requests. If the section request is not re-submitted within a month, the request will be denied.



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Classroom Requests & Assignments

Facility ID & Room Characteristic Set-up

- **Keep In Mind:**
 - Following the term roll process, placeholder Facility IDs were entered based on class set-up details
 - CSC Facility IDs are cleared from class sections following close of Open Scheduling to prepare for room assignments
- **Matching Facility ID & Room Characteristic**
 - **All Centrally Scheduled Classroom requests (CSC)**
 - Use 999-RMRQST & 32
 - **Collaborative Learning Spaces (CLS) CSC**
 - Use 999-RMRQST, 32 & 35
 - **Departmentally Scheduled Classrooms (DSC)**
 - Input DSC Facility ID & 31
 - 999-TBA used as needed for placeholder during Open Scheduling

Take Action: Mismatched Facility ID and Room Characteristics prevents room optimization

Managing Non-standard Meeting Patterns

Room Assignment Process

- A non-standard meeting pattern is any meeting pattern that does not align with the standard meeting format
 - Some courses are more likely to follow a non-standard meeting pattern
 - Courses offered for 1 unit or 6+ units
 - Courses with secondary components
- Managing non-standard meetings:
 - Select non primetime meeting options
 - Match-up multiple sections to create a standard meeting pattern
- Non-standard meeting patterns are 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

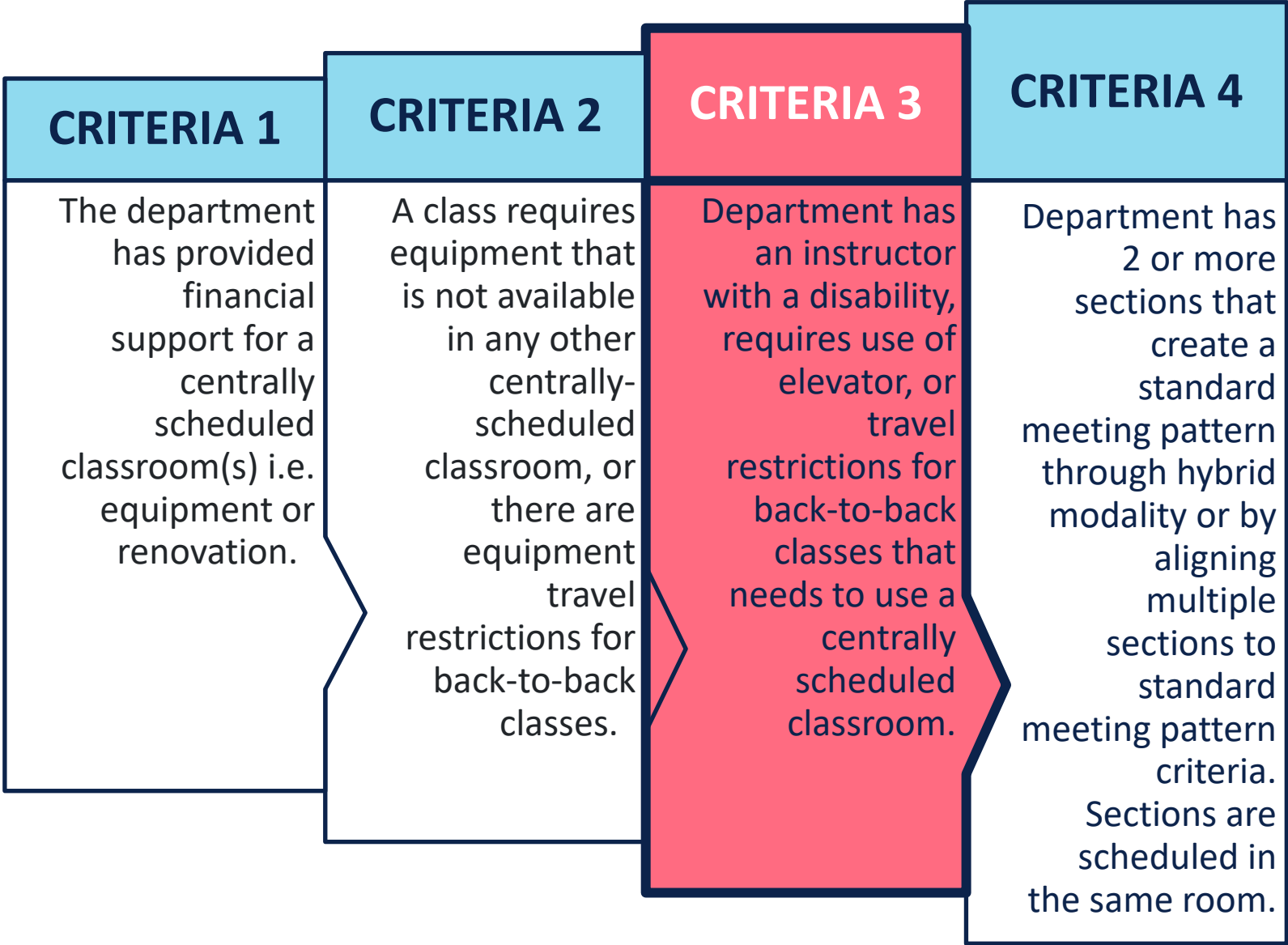
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Priority Scheduling Requests & Review Process

- Approved Priority Scheduling requests are assigned a specific CSC room prior to room optimization
- Before submitting:
 - Review Priority Scheduling criteria
 - Make any changes/add the class section in UAccess
 - Review request with your Department Head
- Request Priority Scheduling:
 - Complete the [Priority Scheduling Request](#) form
 - Room Grid: use the [Priority Request Template guide](#)
- **December 1 is the deadline to submit a Priority Scheduling Request form.**



Scheduling Timeline



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Class Scheduling Timeline

October 5, 2026 – January 15, 2027

- Open Scheduling Summer and Fall 2027

December 1, 2026

- Priority Scheduling, Common Finals & CLS Request Deadline

January 18-29, 2027

- Priority Scheduling & Optimization processing and clean-up

February 1, 2027

- Publication of the Schedule of Classes for Department Review

February 2-12, 2027

- Resolution Week Appointments

February 15, 2027

- Section Requests Open

March 1, 2027

- Schedule of Classes & Shopping Carts Go Live



RCS Dates & Deadlines



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Resolution Appointments

Increased Transparency

Tuesday, February 2, 2027 — Friday, February 12, 2027

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

Appointment registration links sent in the RCS newsletter

Check for appointment registration links in future RCS Newsletter

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Announcements



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Looking Ahead

New Builds and Classroom Renovations

Summer & Fall 2027 Projects

Optical Sciences – Main Campus

- OPTI 422 cap 33
- OPTI 432 cap 30
- OPTI 410 cap 150 – offline fall 2027



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HSS

Medical Innovation Building (MIB) - October 2027



What is it? Why is it important?

- Research building with a 300 seating capacity classroom on the first floor.
- Construction is ongoing and is targeting October 2027 for completion.
- HSS will use it as needed for Fall 2027, and will be targeted for placement for Spring 2028.

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RCS Office Hours

Support with Reimagine Navigation

Ask questions and get support with the user experience changes since RCS Reimagine go live.

Class Scheduling Best Practices

Alleviates the need for as many emails by asking question over zoom.

Department Specific Questions

Discuss class set-up process. Get feedback and guidance for specific scenarios.



Join us for Fall

RCS Office Hours!

Tuesdays from 10-10:45 am
remaining dates include:

October 20
November 3 & 17
December 1 & 15

Spring RCS Office Hours:

Stay tuned to future RCS
newsletter for shared dates

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Department Scheduler Training

Available for new and experienced schedulers

- Edge Learning training ensures that all department schedulers receive the same, comprehensive training
 - EDGE Learning: UAccess Student: Managing the Schedule of Classes. Or select the button to register below:

MANAGING THE SCHEDULE OF CLASSES TRAINING

- Once Completed Schedulers May:
 - **Relaunch:** Opens the training for review purposes only. Progress and scores are not saved in this mode.
 - **Department Scheduler Resources:** Wrap-up module offers a link to a [PDF version of the training](#) for additional reference.



You Asked, We Answer!

Frequently Asked Questions

When will the priority scheduling form open for Fall 2027?

- Today through December 1st, 2026

When will event requests open through Fall 2026 Final exams and Spring 2027 reading day?

- October 1st, 2026

When will section requests open for Summer and Fall 2027?

- February 15th, 2027

Is HSIB available for room requests?

- Case by case request for use based on availability for class sections. HSIB will not be included in the general optimization process. HSIB events are processed by the Student Unions event team.

Questions?



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Office of the Registrar

Administration Building | Main Floor, Room 210

Phone: 520-621-3113 | Email: reghelp@arizona.edu

Office hours: Monday – Friday, 8:30 a.m. – 4:30 p.m.

website: registrar.arizona.edu

Thank You



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