



THE UNIVERSITY OF ARIZONA

Office of the Registrar

# WINTER 2022 | SPRING 2023 OPEN SCHEDULING WEBINAR

May 11, 2022

Alex  
Underwood

University  
Registrar



Cori  
Cashen

Sr. Associate  
Registrar,  
Catalog &  
Classes |  
Systems and  
Operations



Debbie  
Milora

Assistant  
Registrar, RCS  
Operations &  
Summer and  
Winter Session



Angelica  
Medina

Academic  
Records  
Coordinator,  
Room & Course  
Scheduling



Laura  
Massey-  
Miller

Academic  
Records  
Coordinator,  
Room & Course  
Scheduling



William  
Graessle

Academic  
Records  
Specialist,  
Room & Course  
Scheduling



Jaclyn  
Pryor

Central  
Classroom  
Services  
Coordinator



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.**

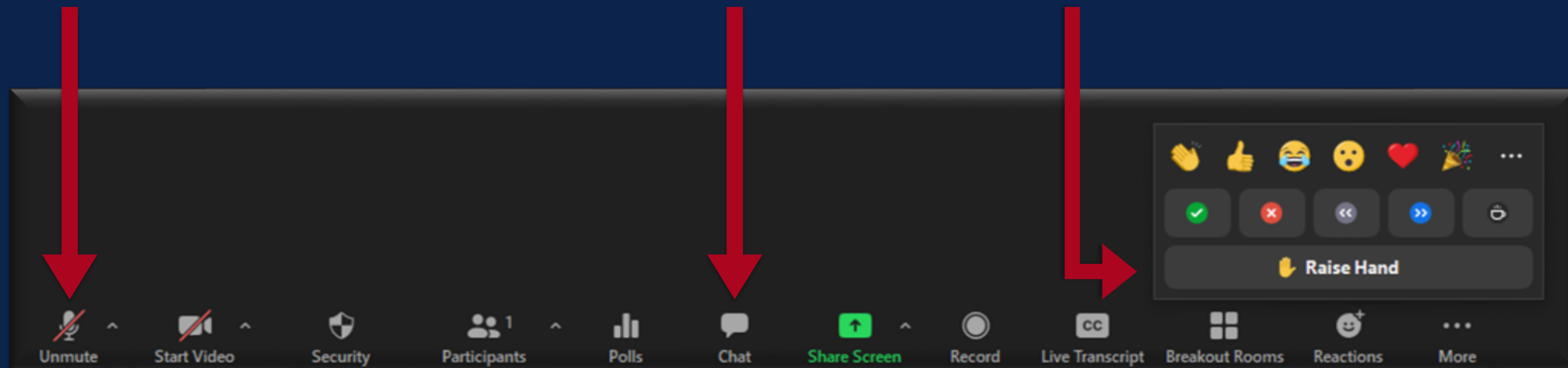


**Registrar**



**Not speaking?**  
Please stay muted

**Questions?**  
Use the chat or raise your hand



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# AGENDA

- Open Scheduling vs Closed Scheduling
- Making the most of Open Scheduling
- Priority Scheduling/Common Final Request Form
- Contact Minute Compliance
- Instructor Table Clean up
- RCS News – Getting Signed up



# Open Scheduling & Closed Scheduling

## Open Scheduling Began May 2nd

- **Schedule New Course**
- **Cancel a Class**
- **Maintain Schedule of Classes** (making edits)
- **Combined Sections Table**

## Closed Scheduling Begins July 31st

- **You have limited access to “maintain” your classes in UAccess. This access is restricted to:**
  - Schedule Print
  - Add/Drop Consent
  - Enrollment/Waitlist Capacity
  - Instructor Print/Post/Workload

## Open across Scheduling periods

- **Instructor/Advisor Table**
- **UA Schedule of Classes Update**
- **Add Instructors to Meeting Patterns**



# Making the Most of Open Scheduling

Get Organized  
Set Deadlines  
Have Options

## Get organized

- Run UAccess Analytics reports
- Work with academic departments and leadership to determine which classes should be offered
- Check contact minute compliance and adjust the schedule
- Identify any new classes added to the Course Catalog
- Clean the Instructor table

## Set deadlines

- Be aware of open/closed scheduling dates
- Request Priority Scheduling/Common Finals

## Have options

- Be flexible with moving day/time/room for classes to open up more availability
- Have alternative options for classes harder to schedule



# Class Scheduling Standards

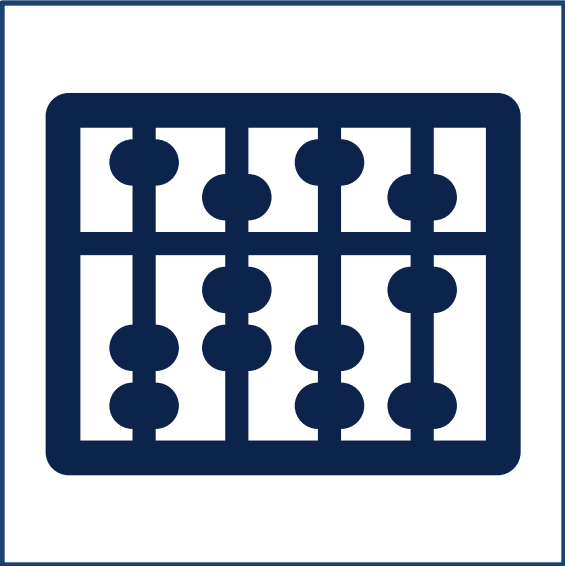
Peak Hours



Standard Meeting Times



35/35/30 Rule



Historical Enrollment



Room Requests





# Class Scheduling Standards



Peak Hours for  
Centrally Scheduled  
Classrooms

Monday,  
Wednesday, Friday

9:00 AM –  
3:00 PM

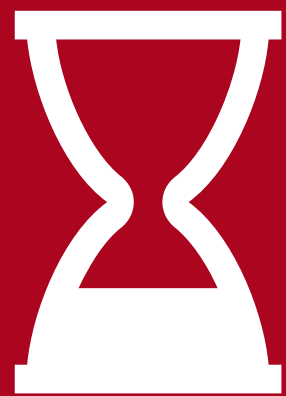
Tuesday, Thursday

9:30 AM –  
3:30 PM



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# Class Scheduling Standards



Standard Meeting  
Times

Classes meeting during peak hours must be scheduled according to the **Standard Meeting Time** for the term they are scheduled in.

- Classes with nonstandard meeting times during peak hours cannot be guaranteed Centrally Scheduled Classroom space, but
- If classroom space is available after classes with standard meeting patterns have been scheduled, they may be scheduled at the discretion of RCS

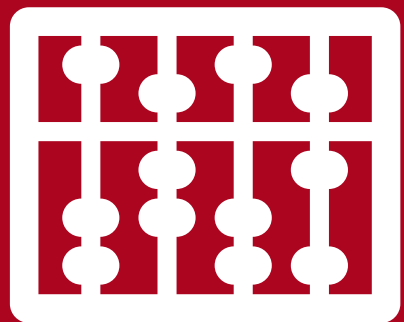


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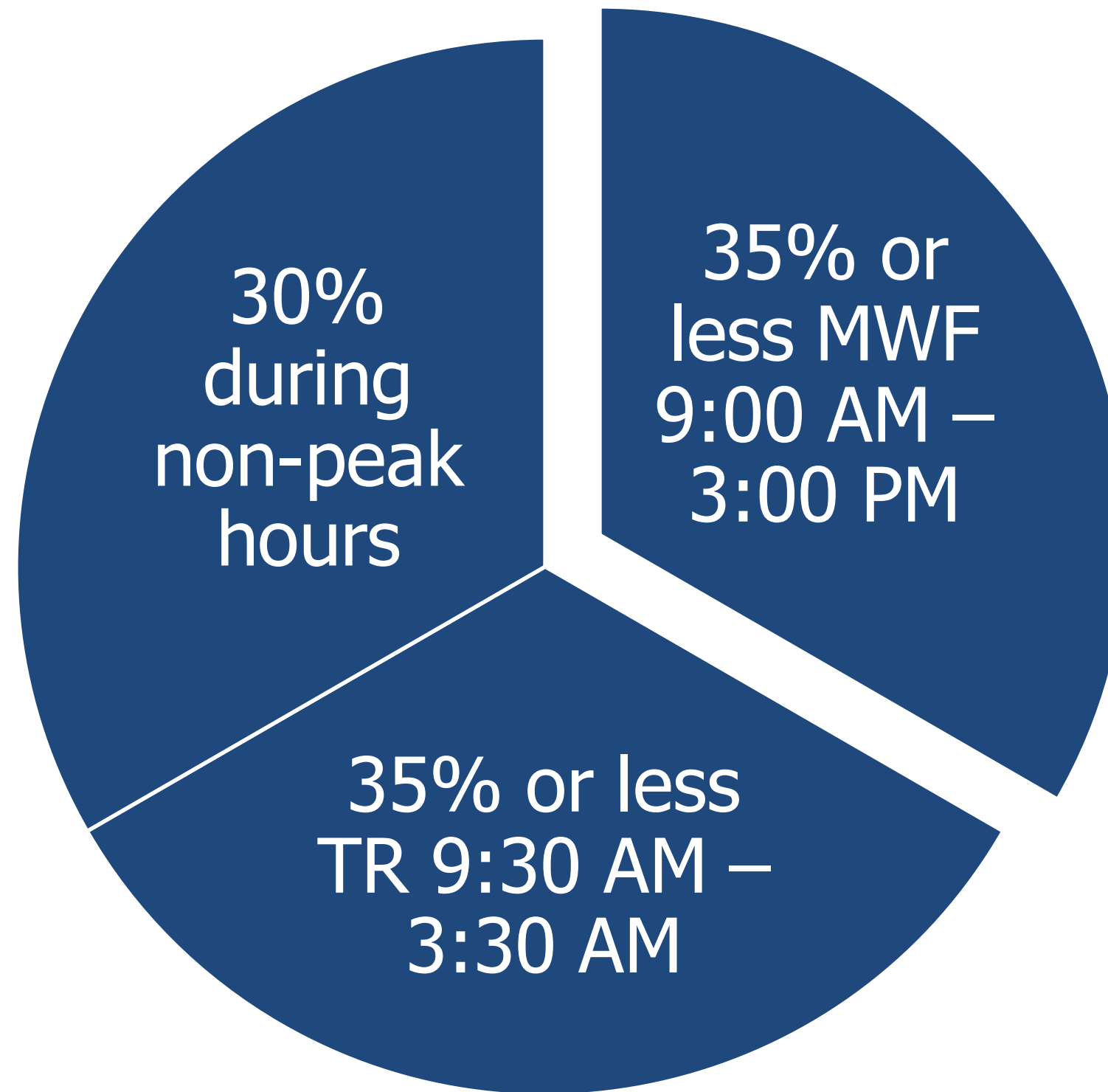


# Class Scheduling Standards

For classes in centrally scheduled rooms



35/35/30 Rule



Classes scheduled in departmentally scheduled rooms will not count towards the total percentage.



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# Class Scheduling Standards



Historical  
Enrollment/Room  
Requests

**Historical Enrollment:** Use historical enrollment when requesting a centrally scheduled classroom. A class should fill at least 70% of seats in the classroom assigned.

**Room Requests:** Rooms are assigned to classes for each term based on room size, room preferences, and technology needs, independent of any room assignments that were made for previous terms.

A. In order to receive an appropriate room assignment, the Enrollment Capacity, Requested Room Capacity, and Room Characteristics fields should be accurately filled out in UAccess Student before the end of the Open Scheduling period for each term. Class requests submitted after this deadline will be assigned rooms after the initial room assignment process through the Section Form Request.

B. For special needs such as a disability or hybrid scheduling, please fill out the Priority Scheduling request.





# Priority Scheduling

## Deadlines:

Summer/Fall Semester – December 1<sup>st</sup>\*

Winter/Spring Semester – July 1<sup>st</sup>\*

\*If the deadline falls on a weekend/holiday, then the deadline will be the following Monday.

- Any department which meets one or more criteria requests Priority Scheduling
- If approved, priority scheduled ensures a specific Facility ID is assigned to a section(s) before room assignment for centrally scheduled classrooms.
- This is a supplementary tool to the information supplied in the Schedule of Classes in UAccess.



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# Priority Scheduling Criteria

## Criteria 1:

Department has provided financial support for a centrally scheduled classroom(s) i.e. equipment or renovation

## Criteria 2:

Department has a class that needs to use equipment that is not available in any other centrally-scheduled classroom or equipment has travel restrictions for back-to-back classes.

## Criteria 3:

Department has an instructor with a disability or travel restrictions for back-to-back classes that needs to use a centrally scheduled classroom.

## Criteria 4:

Department has hybrid course(s) that would efficiently use a centrally scheduled classroom.

Note: A hybrid class has an online meeting pattern and an in-person meeting pattern.





# Contact Minute Compliance


Per UA and ABOR policy, a credit bearing class must meet for a specific number of minutes based on the instruction mode and number of units.

There are no exceptions to meeting the contact minute requirement, however there are exceptions for classes that legitimately meet the spirit of contact minute compliance but the system, as currently built, does not support the setup.



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# Contact Minute Compliance



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**Office of the Registrar**

**Resource Guide:  
Class Contact Minutes**



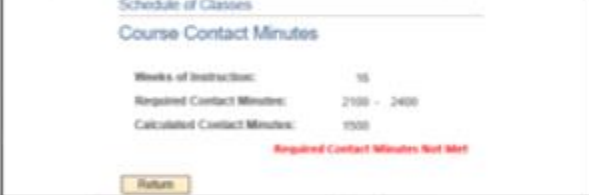
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*This guide is to assist those responsible for scheduling classes to monitor and ensure sections are meeting the minimum appropriate contact hours for University, ABOR, and HLC requirements.*



**How are Contact Minutes Calculated?**  
*The required contact minutes for a class are based on approved course component and allows for a range of minutes. Courses that have multiple components will have the credit hour calculation required for each component.*

<p><b>1 Section level calculation</b> Class sections must include a facility ID, a meeting pattern and start/end time in order for contact minutes to calculate</p>	<p>Minutes in each meeting X Number of Meeting Days = Contact Minutes per unit</p>																								
<p><b>2 Range of minutes of face-to-face instruction by course component type</b></p>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Component</th> <th>Unit</th> <th>Min</th> <th>Max</th> </tr> </thead> <tbody> <tr> <td>Colloquium, Discussion, Lecture, Seminar</td> <td>1</td> <td>700</td> <td>900</td> </tr> <tr> <td>Independent Study</td> <td>1</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td>Lab</td> <td>1</td> <td>2100</td> <td>2700</td> </tr> <tr> <td>Studio</td> <td>1</td> <td>1400</td> <td>1800</td> </tr> <tr> <td>Workshop</td> <td>1</td> <td>700</td> <td>2700</td> </tr> </tbody> </table>	Component	Unit	Min	Max	Colloquium, Discussion, Lecture, Seminar	1	700	900	Independent Study	1	N/A	N/A	Lab	1	2100	2700	Studio	1	1400	1800	Workshop	1	700	2700
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**To View Contact Minutes for an Individual Class – UAccess Student**

<p><b>1 Setup class as typical</b> Go to: Curriculum Management &gt; Schedule of Classes &gt; Maintain Schedule of Classes and search for a class.</p>	
<p><b>2 Access contact minutes</b> Click on the Contact Minutes link to review the required contact minutes for the section</p>	
<p><b>3 Review the minutes and the associated range</b></p>	

**To View a Report of Classes Under Contact Minutes – UAccess Analytics**

<p><b>1.) Access Contact Minutes Dashboard</b> Go to: Dashboards &gt; Course and Fee Management and select the Contact Minutes tab. Update Filters for appropriate term and academic unit.</p>	
<p><b>2.) Review report or export report to Excel</b> Click on the Export Data link located at the bottom of the page and then choose the CSV Format.</p>	

**Policy Information**

Higher Learning Commission	Arizona Board of Regents	University Policy
<p><a href="#">Assignment of Credits</a> Credit hours shall conform to commonly accepted practices in higher education.</p>	<p><a href="#">Academic Credit Policy</a> An hour of work is the equivalent of 50 minutes of class time.</p>	<p><a href="#">Credit Definitions</a> At least 45 hours of work by each student for each unit of credit.</p>

For more information contact Room & Course Scheduling at [rschelp@email.arizona.edu](mailto:rschelp@email.arizona.edu) Last updated 2.27.2020 CC





# Instructor Table Clean Up

Instructors should be active  
when assigned to a class

When term roll occurs, courses are rolled with instructors who were assigned to a class from the prior year's like-term.

Department Schedulers should update classes to remove, replace or cancel classes assigned to instructors that have left UA.

In addition, the Instructor/Advisor table should be updated to inactivate instructors who are no longer assigned to classes for your department.



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# Stay Connected!

## Sign up for RCS News!



- Monthly newsletter with important dates and training materials.



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