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.
Not speaking?
Please stay muted

Questions?
Use the chat or raise your hand
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

Office of the Registrar
Making the Most of Open Scheduling

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
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
Class Scheduling Standards

For classes in centrally scheduled rooms

35/35/30 Rule

35% or less MWF 9:00 AM – 3:00 PM

35% or less TR 9:30 AM – 3:30 AM

30% during non-peak hours

Classes scheduled in departmentally scheduled rooms will not count towards the total percentage.
**Class Scheduling Standards**

**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.
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.
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.
Stay Connected!

Sign up for RCS News!

- Monthly newsletter with important dates and training materials.
T H A N K  Y O U