

**Open Scheduling  
Winter 2026 & Spring 2027  
Kickoff Webinar**



Office of the Registrar

# Introductions



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



**Lynna Nguyen**  
Manager, Class Scheduling  
Room & Course Scheduling



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



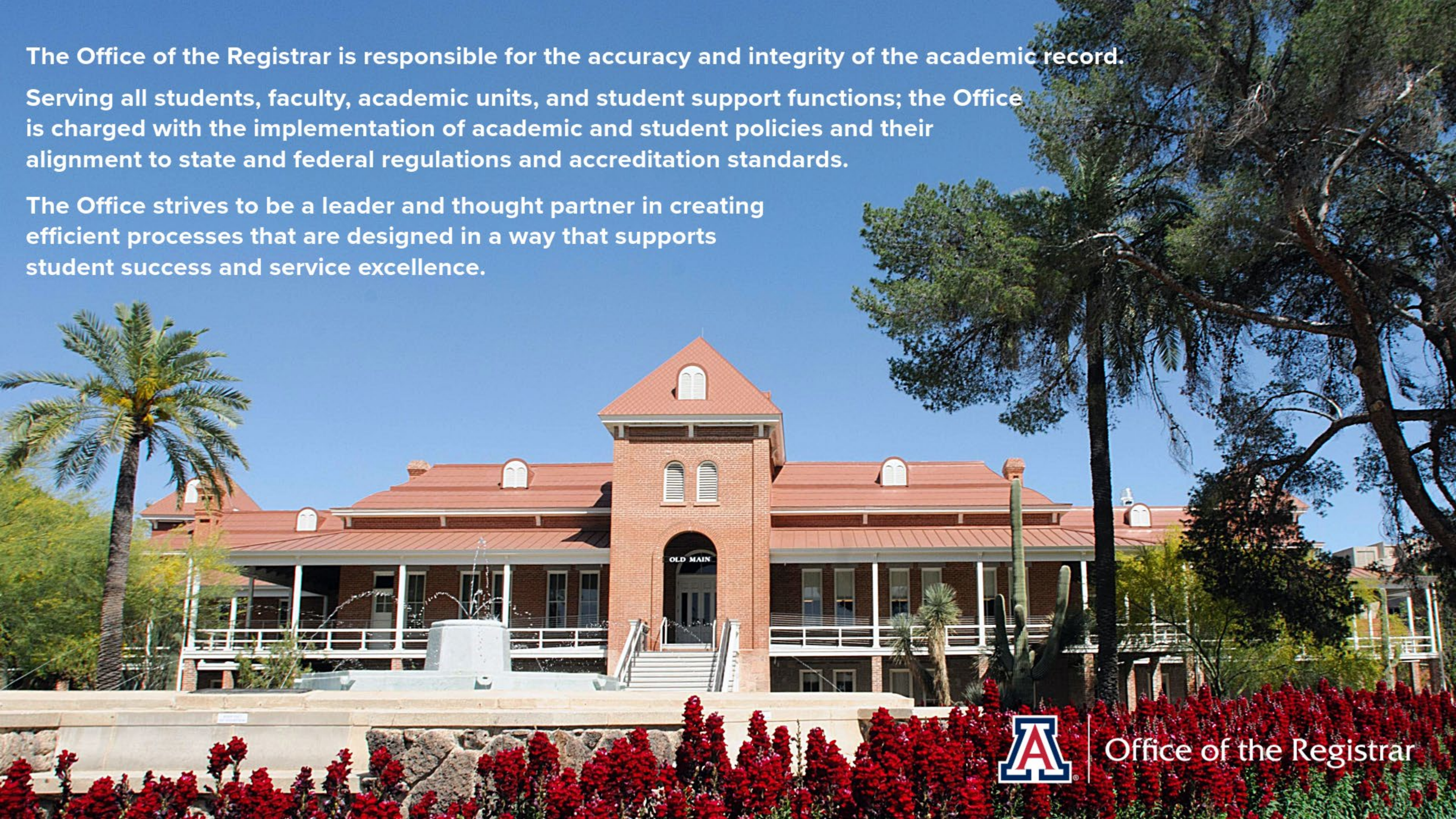
**MJ Joaquin**  
Academic Records Specialist,  
Room & Course Scheduling



**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.**



Office of the Registrar



# Topics

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**What's New**

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**RCS Reimagine Updates**

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**Recent Enhancements**

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**Overview of Scheduling**

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**Announcements**

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**Questions**

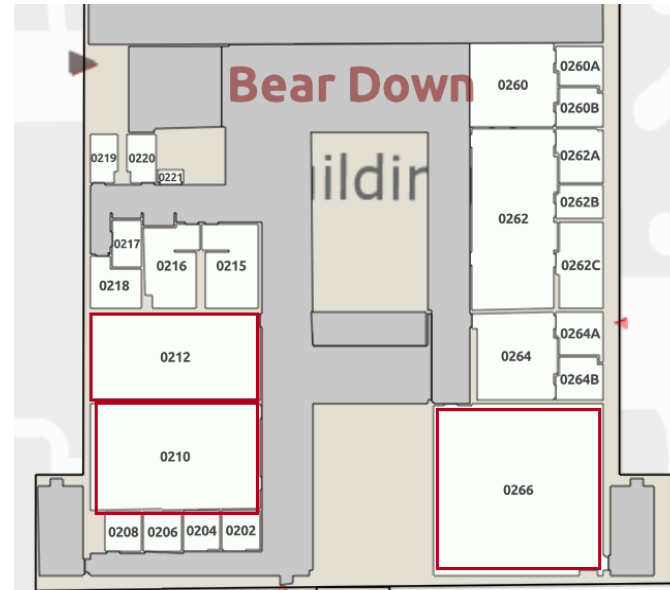


# What's New



# Learning Spaces & Student Support Enhancements

## Bear Down Gym



- **New Centrally Scheduled Classrooms**

- Bear Down Building 212 | Instructional Capacity 24
- Bear Down Building 210 | Instructional Capacity 24
- Bear Down Building 266 | Instructional Capacity 40

- **Purpose & Goal:**

- Increase scheduling efficiency in the Bear Down building
- Proximity to THINK TANK student success resources and programming
- Bear Down Building classrooms provides an ideal campus location to support success for every student

- **Key Outcomes**

- Support scheduling of Supplemental Instruction offerings near credit-based courses
- Advancing institutional goals by promoting equitable access to instructional spaces, improving classroom utilization, and supporting efficient, centralized scheduling practices.



# Learning Spaces & Student Support Enhancements

## *Modern Languages 350 Renovation*



- Renovation Focus

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

***Stay tuned for the grand opening later this fall!***



# Historical Enrollment Informed Requests

## Requested Room Capacity Best Practices

- Align with historical enrollment numbers
  - Enrollment Capacities and Requested Room Capacity should match
- Inflating Requested Room Capacity:
  - Decreases classroom options
  - Leads to underutilizing room resources

## Support Increased Classroom Assignments During Optimization

- Communications related to Requested Room Capacities
- RCS team will plan to email department schedulers during open scheduling regarding requested room capacity based on historical enrollments



# Classroom Building Core Hours & After-Hours Activities

## Classroom Building Core Hours

- Monday-Friday 7 a.m.- 6:30 p.m.
- Exterior locks are updated to electronic mechanisms (Amer-X)
- CatCard access can be added at the department level for faculty and staff

## After Hours Classes and Activities

- **Class Sections** scheduled to end **after 6:30 p.m.** requesting a CSC are assigned to a subset of CSCs including: **EDUC, SSCI, PSYCH, CHEM & CMNS**
- **Cocurricular events** scheduled to end **after 6:30 p.m.** requesting a CSC are assigned to a subset of CSCs in buildings including: **MLNG, ILC, & HARV**, unless otherwise approved (e.g., SSIC 100 & ENR2 N120)
- Check out the [Faculty and Staff Event Request Resource Guide](#)



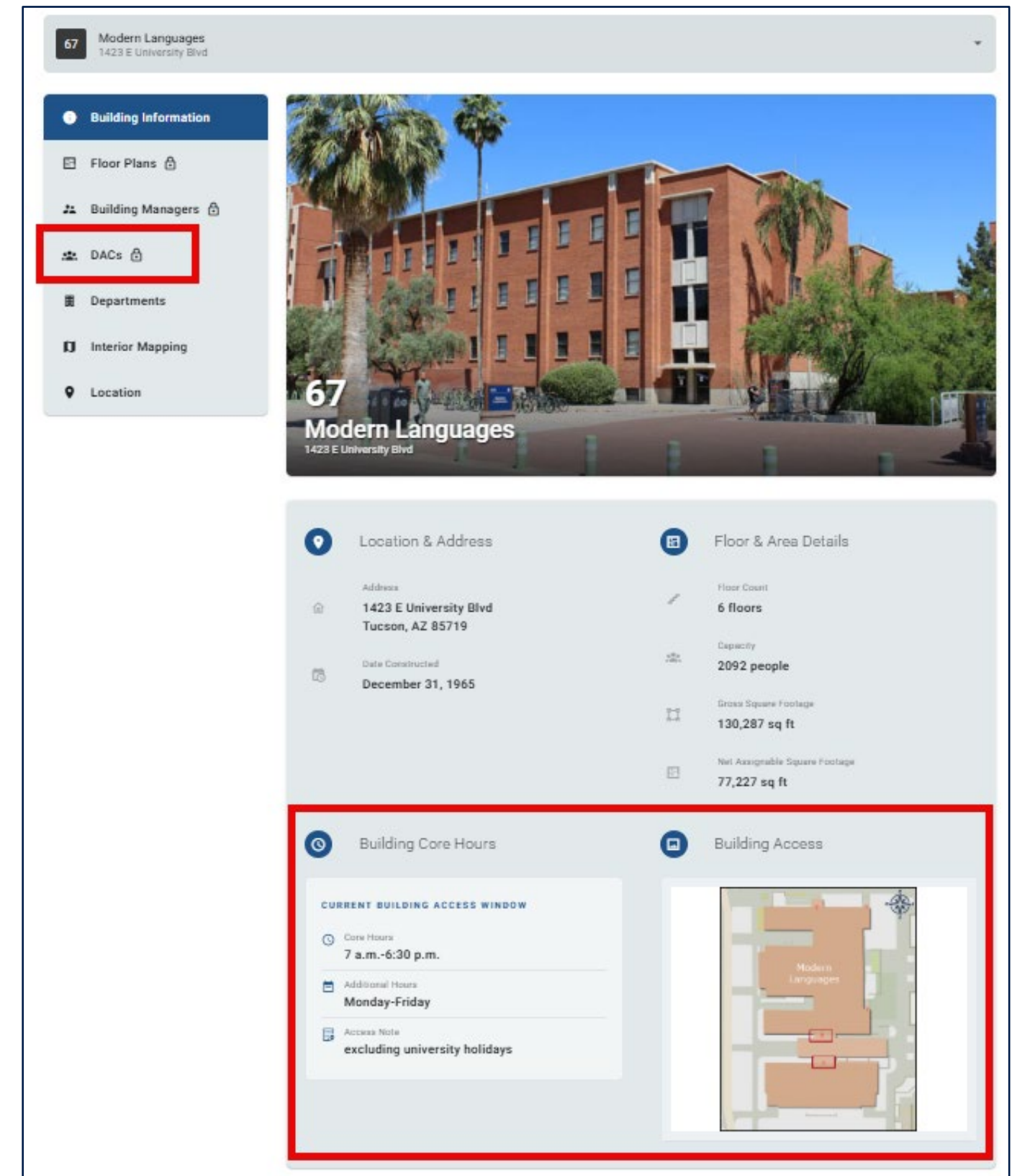
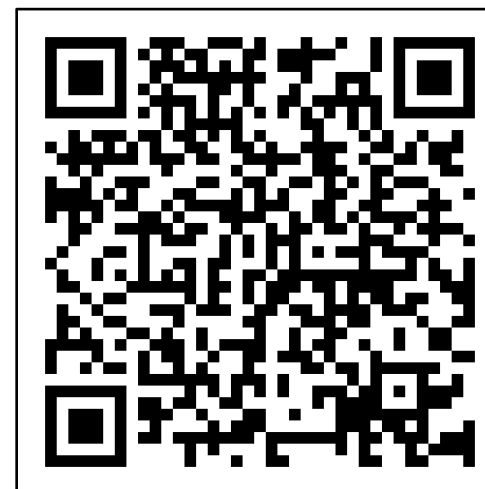
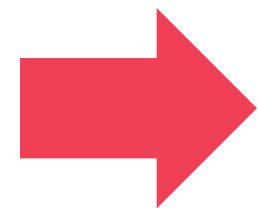
# Core Building Hours

## What's New & What's Ahead - Projects

- **Project Overview:**
  - The institution is transitioning exterior building access to keyless entry CatCard readers.
- **Purpose & Goal:**
  - Establish core building hours for classroom access
  - Clearly communicate building access changes to the campus community
  - Provide resources for after-hours points of entry while maintaining accessibility
- **Key Outcomes**
  - Defined primary building entrances for after-hours access
  - Improved security, consistency, and operational efficiency



Scan to preview our building information!





# Analytics Report Update: Class Status Included

## Schedule Overview Report Updates

- Class Status is included to assist departments to review and track the class sections scheduled
- Navigation to the Schedule Overview report is as follows in UAccess Analytics:
  - UAccess > Analytics/Reporting > Dashboards > Student > Catalog and Schedule > Schedule Overview.
  - Download the report and filter class sections by class status as needed.

## Reduced Email Notifications

- Increased transparency and department access

***Please Note: RCS will no longer send Class Status Tentative Emails***



# Course Types Policy Updates

- **Updated Definitions**

- Check out the updated [Course Types Policy](#)

- Course type is referred to as the Component in the Schedule of Classes
- Clinical component now available

- Updated RCS resource guide: [Distinction in Component and Instruction Mode](#)

- **New Clinical Component**

- Collaborated with departments to update existing courses and class sections for Summer, Fall 2026 & Spring 2027

- All other requests should follow the regular [Course Modification](#) process for Spring 2027 and beyond



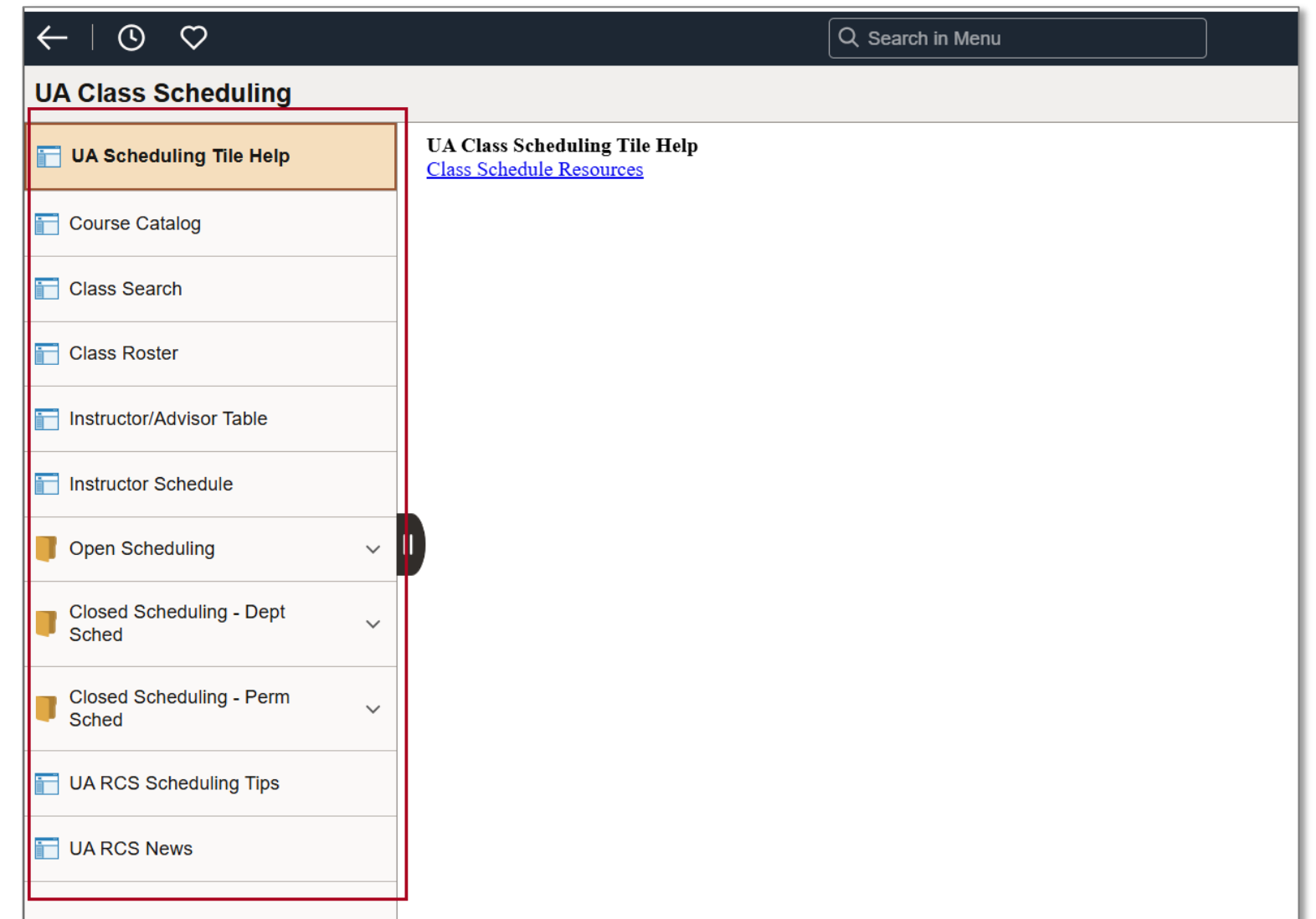
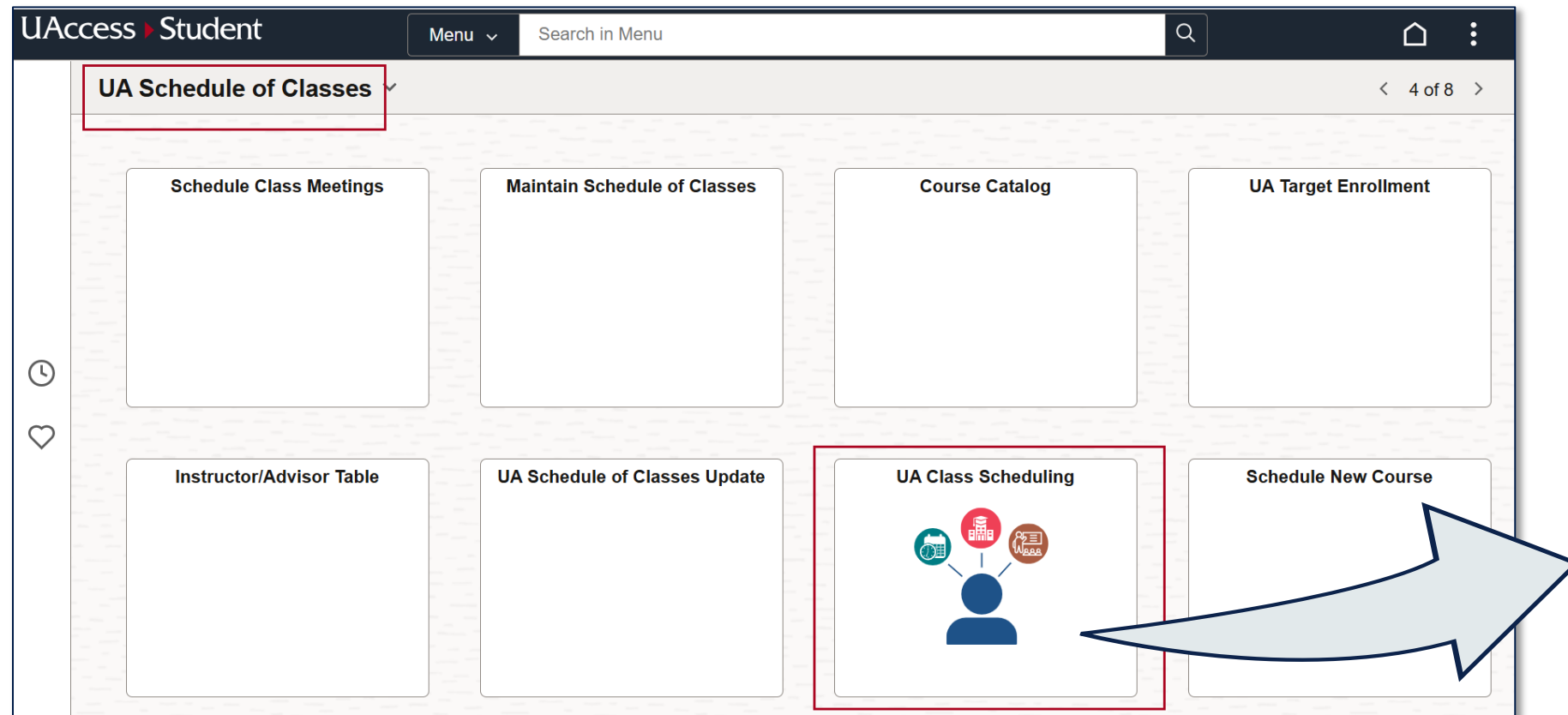
# RCS Reimagine Updates



# Navigation Tile One Stop

Navigation tile includes a tailored list to guide department schedulers

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



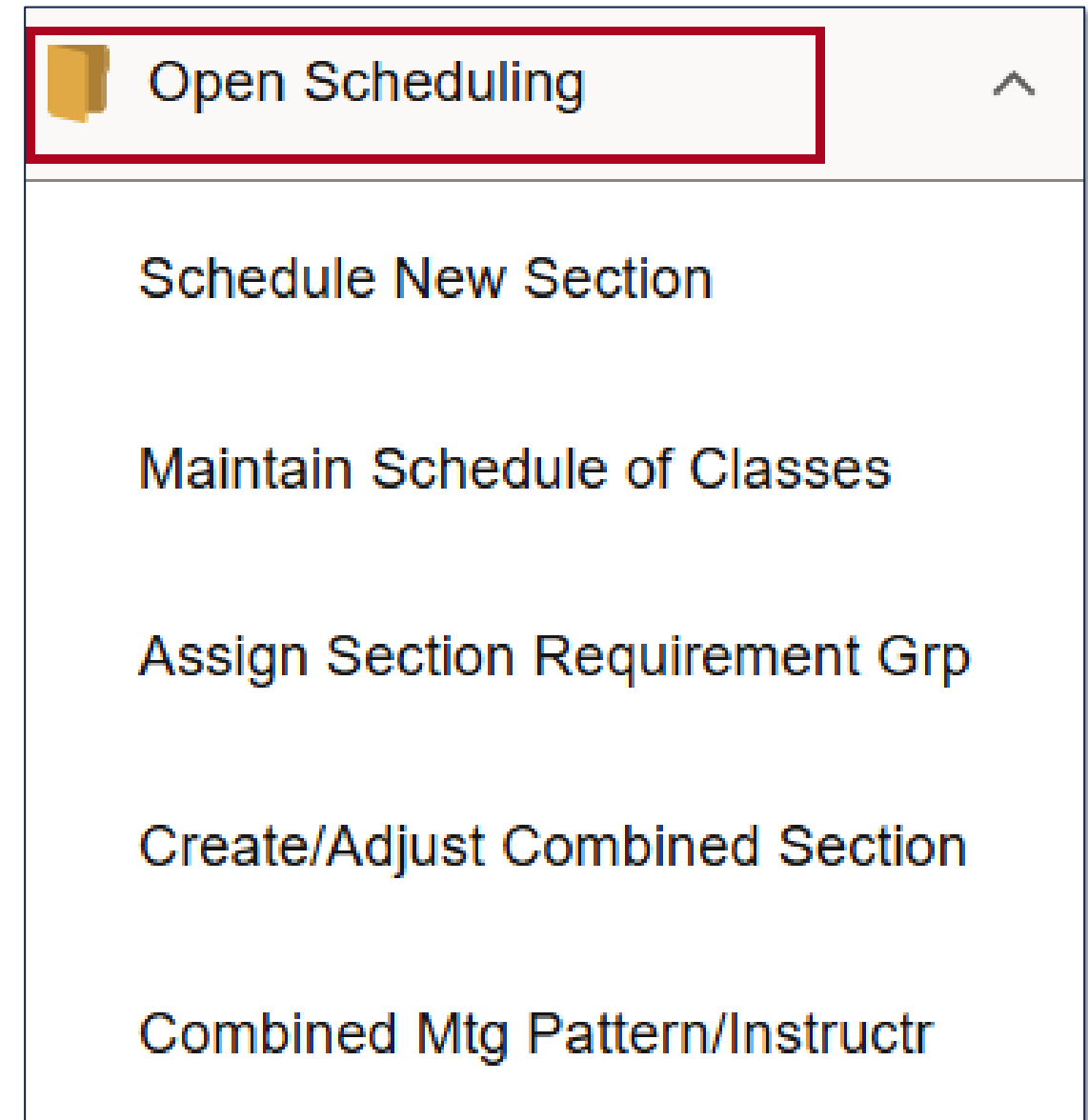
## Organized by Access Period & Use

- Year Round
- Open Scheduling
- Closed Scheduling
- Resources

# 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





# Recent Access Updates

- **Available During Open and Closed Scheduling**
  - **Section Level Capacities**
    - Requested Room Capacity
    - Enrollment Capacity
    - Wait List Capacity
    - Changes made in Maintain Schedule of Classes tile
  - **Combined Capacities**
    - Requested Room Capacity
    - Enrollment Capacity
    - Wait List Capacity
    - Changes made in Create/Adjust Combined Sections tile
  - **Instructor and Instructor Access**
    - If combined, update using the Combined Mtg Pattern/Instructor tile
- **Limited Closed Scheduling Access**
  - **Requirement Groups**
    - Change an existing section level requirement group
    - Following enrollment, cannot add a requirement group if one was not already applied
    - Reach out to RCS if additional access is needed to support program enrollment management

# Open Scheduling with Logic-Based Rules

## Basic Data

- Associated class number and section number match
  - If missed, **Do Not Save message**
- Instruction mode aligns with campus
  - If missed, **Do Not Save message**
- Add section-level attributes as needed
  - If incorrect, **Do Not Save message**

## Meetings

- Update Facility ID
  - If missing, **Do Not Save message**
- Meeting pattern requirements met
  - If missing, **Do Not Save message**
- Meeting pattern aligns with instruction mode
  - If incorrect, **Do Not Save message**

## Enrollment Control

- Update class status from Tentative\*
  - If required details are unknown, Tentative can be used to allow partial scheduling
- Requested Room Cap aligns with CSC room needs
  - If requesting CSC, match RRC to Enrollment Cap
  - If missed, **Warning message**

## Combined Sections

- Add and combine cross-listed sections
  - If missed, **Warning message**
- Match combined capacities to section-level capacities
  - Requested Room Capacity
  - Enrollment Capacity
  - Wait List Capacity



# 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

# Recent Enhancements





# Navigating Section Request Dashboard

## Managing Request Status

- **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
- **Managing Saved & Returned Requests**
  - Saved
    - Under the UA Section Request page, navigate to the Approvals tab and select the Submit button
  - Returned
    - Under the UA Section Request page, navigate to the Approvals tab and select the Resubmit button
- **Returned to Requestor**
  - Add additional details via the request comment then select the Resubmit button
  - Cancel the request select the Cancel button
- **Updated Resource Guide**
  - [Section Request – Dashboard Navigation](#)



# Section Request Best Practices

## Supporting Closed Scheduling Process Efficiencies

- Requesting Session Changes
  - Submit section request add
    - to add new class section with updated session
  - Submit section request change
    - cancel initial class section
- Changing the session after enrollment occurs has negative down stream impacts on the student experience

- Managing Combination Types

- Combination: Cross listing
  - Single request Add or Change
- Combination: Convene
  - Add: Unique request per section
  - Change : Single request, select Apply to All Combined Sections
- Combination: Combinations
  - Add: Unique request per section
  - Change: Single request, select Apply to All Combined Sections

**Combined Sections (New)**

Modify Existing Combo   Combined Requested Room Cap 0   New Enrl Cap 0   New Wait Cap 0

Create New Combo    Apply Changes to All Combined Sections

**Combined Sections**

Class#	Subj	Cat#	Section	Description	Component
1					





# Best Practices For Section Numbers

- **Best practices for selecting and managing class section numbers:**
  - The section number and associated class number match
  - All Enrollment section numbers are 3 digits
  - All Non-Enrollment section numbers are 3 digits and a letter
  - The same section number cannot be used for a COC and DYN section session within the same term
- **No official policy stipulating class section numbers**
  - Historical class section number schema is not required
  - Changing section numbers after enrollment has downstream impacts on enrollment record

**Manage class section numbers during  
Open Scheduling**

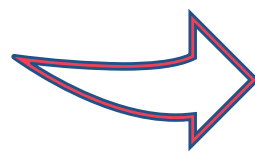
# Overview of Open Scheduling





## 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-RMRQST & 32
  - **For Collaborative Learning Spaces (CLS) CSC**
    - Use 999-RMRQST, 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.

# Managing Instructor Role/Department

*We Need Your Help!*

## Clean-up Process

- Add a Primary Instructor with post access
  - **Reminder:** TA's should not be listed as primary instructors as this creates an issue with routing official schedule forms.
- 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 work helps maintain accurate instructor assignments for posting Grade Rosters!*

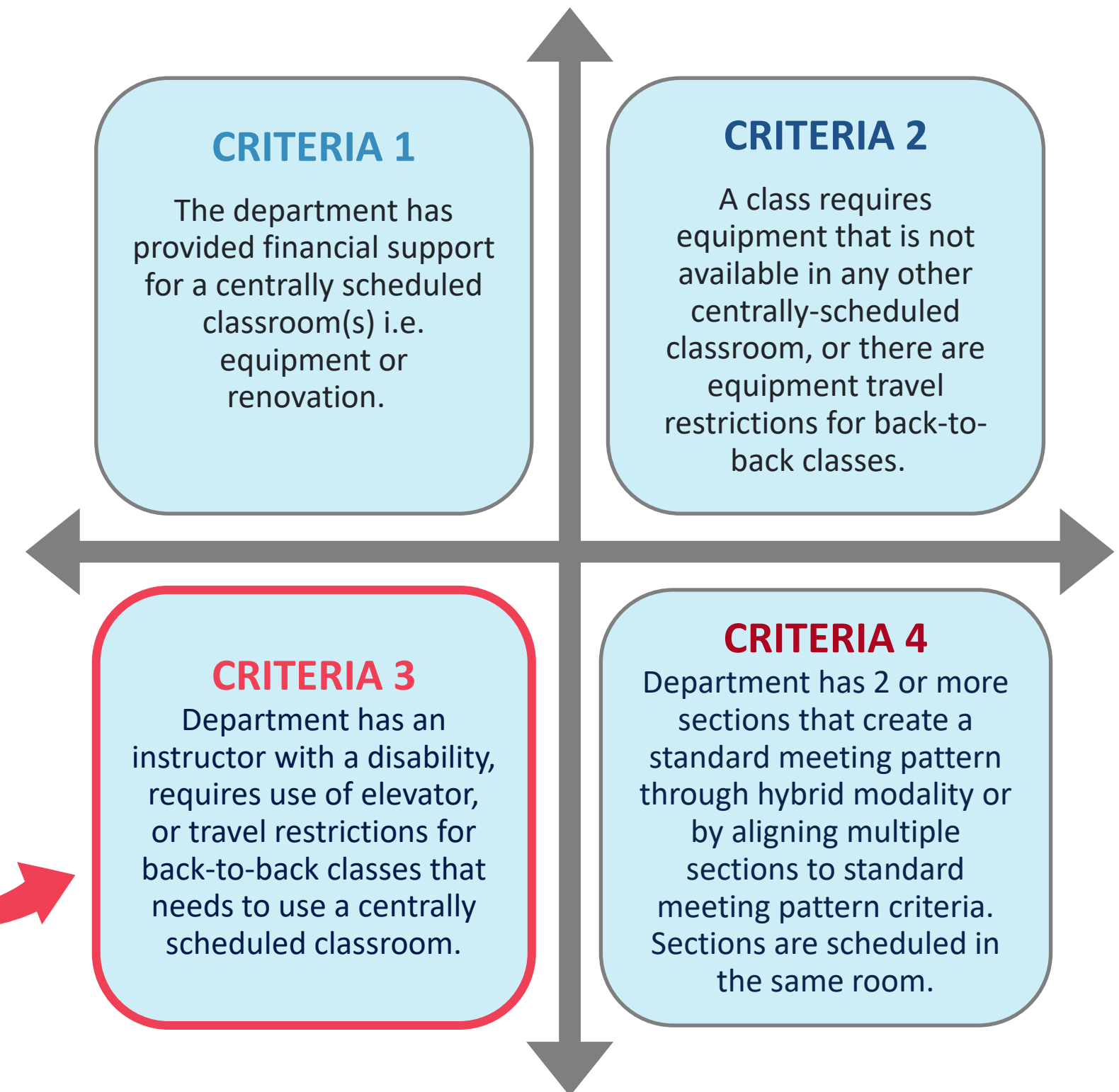


# Priority Scheduling Requests & Review Process

- 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.
- To request priority scheduling, complete the **Priority Scheduling Request** form. (Note: A new request is required for each Open Scheduling cycle.)
- Class sections must be added/updated during Open Scheduling; the request supplements the Schedule of Classes in UAccess.
- Remember to review the 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 July, RCS will email department schedulers who have submitted requests to arrange appointments, if necessary.



# Priority Scheduling Grid for Multiple Sections

## Priority Request Template guide

- Provide more consistency for request processing
- Increase accuracy of request data and UAccess class set-up
- Reduce interdepartmental request conflicts
- The Excel template will save to the downloads folder. Attach the completed template to your Priority Scheduling request.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	
1		Facility ID	Facility ID	Facility ID	Facility ID	Facility ID	Facility ID	Facility ID	Facility ID	Facility ID	Facility ID	Facility ID	Facility ID	Facility ID	Facility ID	Facility ID	Facility ID	Facility ID	Facility ID			
2		room capacity	room capacity	room capacity	room capacity	room capacity	room capacity	room capacity	room capacity	room capacity	room capacity	room capacity	room capacity	room capacity	room capacity	room capacity	room capacity	room capacity	room capacity			
3																						
4		T/Th	T/Th	T/Th	T/Th	T/Th	T/Th	T/Th	T/Th	T/Th	T/Th	T/Th	T/Th	T/Th	T/Th	T/Th	T/Th	T/Th	T/Th			
5	8:00 AM	List: Subject Crs. Num. Sect. Num. & Instructor																				
6	8:15 AM																					
7	8:30 AM																					
8	8:45 AM																					
9	9:00 AM																					
10	9:15 AM																					
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41	5:00 PM																					



# Priority Scheduling Resolution Meetings

July 1- 31

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





# Optimization Criteria for Non-standard Meeting Patterns

- A non-standard meeting pattern is any meeting pattern that does not align with the standard meeting format
  - Resulted with increase in classroom assignments during optimization and clean-up processes
- **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
- **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



# Class Scheduling Overview

## May 4, 2026 – July 31, 2026

- Open Scheduling Winter 2026 & Spring 2027

## July 1, 2026

- Priority Scheduling, Common Finals & CLS Request Deadline

## August 3-21, 2026

- Priority Scheduling & Optimization processing and clean-up

## August 24, 2026

- Publication of the Schedule of Classes for Department Review

## August 31-September 11, 2026

- Resolution Week Appointments

## September 14, 2026

- Section Requests Open

## October 1, 2026

- Schedule of Classes & Shopping Carts Go Live

**RCS Dates & Deadlines**





## Resolution Weeks

**Monday, August 31, 2026 — Friday, September 11, 2026**

**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](#)

# Announcements



# 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 Spring RCS Office Hours!

Spring 2026  
Thursdays from 9-9:45 am  
remaining dates include:

May 14



## Join us for Summer RCS Office Hours!

Summer 2026  
Thursdays from 11-11:45 am:

May 28  
June 11 & 25  
July 9 & 23



# 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**



The screenshot shows a landing page for a training course. The top half features a background image of a classroom with rows of blue chairs and white tables. Overlaid on this image is the title "Managing the Schedule of Classes" in large white font, and a white button with the text "START COURSE". Below the image, the Office of the Registrar logo is displayed, followed by the text: "Welcome to **Managing the Schedule of Classes!** This training is provided by Room & Course Scheduling (RCS) within the Office of the Registrar."



# You Asked, We Answer!

## *Frequently Asked Questions*

**When will the priority scheduling form open for Spring 2027?**

- Today through July 1st, 2026

**When will event requests open through Fall 2026 Final exams and into Spring 2027?**

- October 1st, 2026

**When will section requests open for Winter 2026 and Spring 2027?**

- September 14<sup>th</sup>, 2026

**How do we schedule a section for a course not yet in the catalog?**

- Please wait until final approval, no “place holder” courses
- It is against scheduling best practices to enroll students in a class section of a course the department has no intention of offering



# Questions?





# 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)