

RCS News

5/2/18*

Hello Department Schedulers,

The Open Scheduling period for the Spring 2019 Schedule of Classes began yesterday. We would like to share the processing timeline and take a moment to explain some differences from previous years. Below is a comparison of the previous timeline and the new timeline.

	Open Scheduling for departments in UAccess	RCS Review	Final department Review of classroom assignments	
Previous Spring Timelines	8 weeks	14 weeks	7 to 10 days	Schedule goes live
Spring 2019 Timeline	13 weeks	2 weeks	6 weeks	Schedule goes live

Primary reasons for these changes:

- The Open Scheduling period is extended to give department schedulers more time to enter and adjust classes so that they include the most recent changes and require less section form changes.
- The RCS Review period is reduced and relies more heavily on the technological power of AdAstra to optimize our use of classroom space, rather than on manual processing.
- The final review of assignments by schedulers is increased to give more time to negotiate any needed changes and to resolve bottlenecks during prime time.

We are striving to find the right balance between the open scheduling period and the final review period as we embark on this new era in room scheduling that relies on technology to enable us to maximize our use of limited centrally-scheduled rooms. At the same time, we know that there will always be some assignments that require priority in specific rooms and we have built in processes that allows schedulers to make these requests.

Below is the detailed timeline for Spring 2019.

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Schedule for Spring 2019			
1-May	1-Aug	15-Aug	1-Oct
<p>Step 1. Open Scheduling for Departments - 13 weeks</p> <p><u>1-July</u> Policy Compliance Reports shared with departments</p> <p>Priority Scheduling Requests Due</p>	<p>Step 2. RCS Schedule Review - 2 weeks</p>	<p>Step 3. Department Review Schedule - 6 weeks</p> <p><u>15 - Aug to 15- Sept</u> Section Forms are processed, but RCS gives priority to:</p> <p>1 - Classes that are w/out rooms 2- Classes that are cancelled 3 – Working with departments on classes not in compliance</p> <p><u>15-Sept</u> Section Forms are processed in the order received</p>	<p>Step 4. Spring Schedule is Live</p>
<p>Receiving & Processing Section Forms</p>			

Note the specific changes within each step:

Step 1. Open Scheduling for Departments

- By using the full capabilities of AdAstra, the requested room characteristics in UAccess will be used to schedule an appropriate room. Classes that require specific rooms due to issues such as equipment requirements, CLS requests, and hybrid scheduling will submit a [priority scheduling request](#) by July 1st. If your request(s) is approved, we will schedule rooms for your sections before AdAstra optimization takes place.

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- The UA Facility Preference tab will no longer be visible in UAccess. Facility preferences were informational only and have never been used by AdAstra to determine assignments. Schedulers should pay close attention to the following criteria on the Meeting Tab that **will** be used by AdAstra:
 - Enter all necessary room characteristics
 - Enter a room capacity that is accurate
 - In addition, all subject areas have been assigned to a region that will assist AdAstra in assigning a room that is near the department's home.
- Compliance reports will be provided throughout the process to assist departments in determining whether their requests are in line with university classroom usage policies. The reports include:
 - 35-35-30 report – This report will indicate if a department has more than 35% percent of sections offered on MWF and/or more than 35 % percent of sections offered on TR in the Schedule of Classes.
 - Bottleneck report – This report will let departments when too many classrooms are being requested on a particular day and time period so that RCS and departments have the opportunity to move sections to another time/day during Open Scheduling.
 - Historical enrollment report – This report will show the actual enrollment of a class from previous years

Step 2. RCS Schedule Review

- Reports are run to ensure that all the information entered by departments during Open Scheduling is consistent with RCS, UA, ABOR, and HLC requirements. For example, making sure that cross-listed classes are appropriately configured.
- AdAstra room optimization is run to assign rooms to all sections submitted during Open Scheduling.

Step 3. Department Schedule Review

- Room assignments are viewable in UAccess and Ad Astra. Classes that may not have rooms due to overuse of prime time will be resolved by working with all departments to make the necessary adjustments.

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Step 4. Spring Schedule is Live

- AdAstra will be used for final exam scheduling, which means the final exam schedule for each section will be viewable in AdAstra when the schedule goes live. This allows all of us to begin resolving final exam conflicts and scheduling common final exams before the start of the semester.

Please let us know if you have any questions or comments on this timeline. We have worked closely with Academic Affairs to develop a process that works in the best interest of everyone. Special thanks to Meredith Aronson and Jane Hunter for helping to gather feedback from departments and faculty.

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