

RCS CHRONICLES

MAY 2007 VOL. 8, ISSUE 4

PHONE: 621-3313 FAX: 626-9301 EMAIL: rcschedule@listserv.arizona.edu
ONLINE FORMS: www.registrar.arizona.edu/rcs

TRAINING SESSION WRAP-UP

Thank you to all those who attended the various Greenbar Training Sessions. It was nice to see new faces and the familiar ones, too! We hope it was an enlightening experience for everyone, and we received some great feedback as well.

Please keep in mind that if the information in your Greenbar is not in the correct format, or if anything is missing, the database will just ignore the request. Therefore it is extremely important to check the instruction sheet or call RCS with any questions you have on formatting or filling in fields. Don't forget that you can schedule an appointment with RCS if you wish to go over your Greenbar on an individual basis before the final submission.

IMPORTANT THINGS TO REMEMBER ON GREENBARS:

MAX ENROLLMENT and ROOM CAP Fields:

- Please do not enter a max enroll of 0, as this will cause your section to revert to TBA in the Bldg/Room fields.
- Please do not enter a room cap of 0, as this will confuse Ad Astra and result in the course being placed in a room with a room cap of zero, regardless of what you enter for your enrollment.

OFFERING STATUS Field:

- Only an "X" or "O" (not a zero) should be placed in this field. An "X" indicates the course will not be offered for this term. An "O" indicates the class will be held this term. If you leave the field blank, it will automatically make the assumption that the course is not offered for this term and revert to an "X."

BUILDING AND ROOM Fields:

- Please do enter partial information. We cannot accept "TBA" in the Building or Room field. Should you submit partial information, all information in these fields will be lost. This could result in you not being assigned any of your preferences.

EMPLOYEE ID NUMBERS:

- EIDs will not be included on the Greenbars. Any changes will need to be made through the WebRoster program.

RCS STAFF:

Fernando Chavez
Manager, Room and Course Scheduling

Marilyn Nichols
Office Specialist, Sr.

Richard Mathews
Office Automation Specialist, Sr.

Christina Klinger
Office Specialist, Sr.

Rebecca Doell
Office Specialist, Sr.

Staff Assistants:

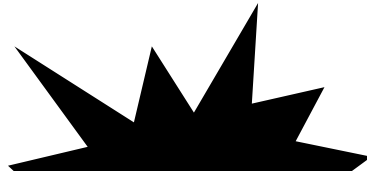
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Katie Bisgard
Pilar Contreras
Erin Daly
Andres Galvan
Mary Garcia
Yvette Herrera
Kara Higa
Alex Koik-Cestone
Keri Ossanna
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Denielle Swartz
Tanya Valladares

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NEW FORM

Many thanks must go out to Janet Kania in EAS and Nancy Emptage in ECE! To lessen some of the confusion and anguish of Greenbar Scheduling, they have designed a form we've named "**Department Faculty Scheduling Information Sample**" that can be found on our website under the link to Spring 2008 Greenbars. This is not a form to turn in to RCS but something for the instructors to fill out with relevant course information and give back to you. To avoid the "where-did-you-get-that-information?" questions department reps often get from instructors, the form is thorough and requires a signature. Janet and Nancy were nice enough to share this form with RCS, and we hope it will be useful for all of you.



MAX ENROLLMENTS FOR TIER ONES

RCS has received many worried calls from departments concerning the Max Enrollments for Tier One courses. In order to make seats available to students throughout the registration period, max enrollments are managed by Anne Jones in the Vice Provost's Office. The seat-release process requires that these courses be closed to registration in the interim periods, therefore, the max enrollment will appear as zero or the same number as there are students currently enrolled. Please contact Anne Jones at 626-0536 or amjones@email.arizona.edu with further questions or concerns.



LOCKED ROOMS & EQUIPMENT

It's hard to believe that another school year has passed, and we are all still here in one piece. Final Exams are finally (pun intended) just around the corner. All classrooms should be open for their respective exams, with rooms for 8:00am exams open at 7:30am. In the event that an instructor finds a room locked, please give RCS a call at 621-3313. Please also remind instructors that the high-tech equipment within their classrooms will most likely be locked, unless arrangements for its use are made with UAAV prior to the exam date. Instructors can find UAAV contact information on signs posted inside the classrooms or at www.uaav.web.arizona.edu.



SCREEN 131 TRAINING

Friday, May 18, 2007
10-11:00am

Thursday, May 24, 2007
2-3:00pm

Call RCS at 621-3313 to sign up!

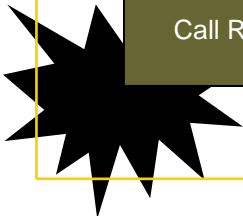
EVENTS DURING FINALS

Events for the week of May 7th through the 11th, including the preceding Friday, May 4th, can not be scheduled during "passing periods." Passing periods are hour-long buffers between scheduled exam periods. Times available for scheduling are:

- 8-10am
- 11-1pm
- 2-4pm
- 5-7pm
- 8-10pm

Questions? Comments? We welcome your feedback!

Please contact us at 621-3313 or RCSChronicles@listserv.arizona.edu



FUN MAY FACT



On May 29, 1953, Edmund Hillary and Sherpa mountaineer Tenzing Norgay, on an expedition led by John Hunt, were the first to reach the summit of Mt. Everest. The achievement coincided with the coronation of Queen Elizabeth II, an auspicious beginning to a new era for England. Hillary and Hunt were later knighted by the young queen, but Norgay was not.

PRE-SESSION PREPARATION & ROOMS ON THE WEB

Pre-session begins May 14th! Now is the time to look over your course sections online, make sure everything looks on track, and let us know if there are any changes to be made. Double-check that times are correct and classrooms are appropriate. Instructors should take a look at their room assignments now to prevent any surprises once classes begin. It would be wise to familiarize yourself with the UTC Equipment Services UAAV website if you have not already. The “Rooms on the Web” section is a very valuable tool in determining which classrooms suit the activities of individual

Equipment Services is housed in the University Teaching Center and can be found online at www.uaav.web.arizona.edu. As stated on their website, within the “Rooms on the Web” section you can find information on seating type and capacity, audio-visual equipment, connectivity status, and images of the classrooms we schedule at RCS.

On the mainpage, click on “centrally scheduled classrooms,” then “Rooms on the Web,” then “Search Tool.” This takes you to the search page seen below left. Entering information in the search fields shortens the list on the right-hand side to rooms that meet the criteria. Click on the room name, and the “Room Details” window opens. Here you’ll find the basic room info, the equipment available, an image from the instructor’s perspective, and an image from the students’ perspective. The equipment window lists all equipment for the room as well as the “type.” If it’s on the list, it’s in the room. Some “type” boxes may have only a dash (-). This does not mean that the room does not have this equipment. It means there are not multiple “types” of this equipment to call for a description.



Meet Erin

Erin Daly has been working in RCS since August 2006. She chose the UofA because she likes the big campus and has some family here in Tucson. She says it’s also just far away enough from her two little brothers in San Diego. Erin loves geography and is our resident organizer, making her the perfect Regional Development/Urban Planning student. In her spare time she fends off calories from Oregon’s Pizzokies with cardio kickboxing.



DATES TO REMEMBER

May 4, 2007
Final Exams Begin

May 14, 2007
Pre-Session Begins

May 21, 2007
Tier One Greenbars Due

June 11, 2001
Regular Greenbars Due

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