



RCS CHRONICLES

MAY 2007 VOL. 8, ISSUE 5

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



TIER ONE GREENBARS DUE MONDAY!

Tier One Greenbars are due Monday, May 21st. When your file has been saved, Richard will send a confirmation email stating that it has been received. If you have sent your Greenbar and not received a confirmation from Richard, please give us a call. All attachments for Tier One Greenbars should be saved as :

(DEPT)_T1_(INDV, NAT, TRAD)_081_(date)

Regular Greenbars are due Monday, June 11th. As stated above, if you have submitted your Greenbar without confirmation from Richard, please give us a call. Subject Comments must be submitted with your Greenbar, even if your department head and his/her contact information has not changed from the previous semester. All attachments for Regular Greenbars should be saved as:

(DEPT)_OFFR_081_(date)

And the SUBJ Comment as:

(DEPT)_COMM_081_(date)

Any Greenbars submitted late will not be included in the initial room assignments. Greenbars submitted on time will have the first choice of classrooms.

(A list of SIS screens helpful in the Greenbar preparation process can be found on page 2.)

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:

Rachelle Baker

Katie Bisgard

Erin Daly

Andres Galvan

Mary Garcia

Kara Higa

Keri Ossanna

Rachel Prince

Arlene Rodriguez

Danielle Rodriguez

Chris Ryan

Denielle Swartz

INSIDE THIS ISSUE:

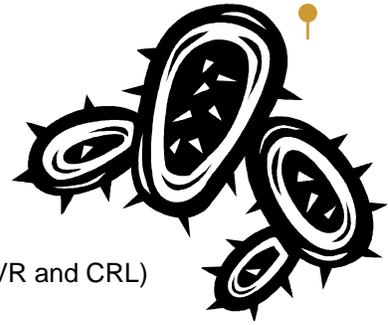
Greenbars Due	1
Semester Schedules	1
Helpful SIS Screens	2
Comments Reminders	2
Screen 131 Training	2
Overenrollment	2
Dates to Remember	3
Meet Denielle	3

SUMMER I, SUMMER II, AND FALL 2007 SCHEDULE

Now is the time to check your courses for 072, 073, and 074. Once again, make sure times, days, honors status, etc. are correct, and let us know if any changes need to be made. Please also be sure that the courses have been assigned to appropriate rooms. Take advantage of the Rooms on the Web tool we talked about in the last Chronicles at www.uaav.web.arizona.edu. Instructors should check their room assignments now to be sure the equipment within the classroom is compatible with the course. If there are any room changes necessary, please let us know. Please also take note that event scheduling is given less priority in the beginning weeks of each semester to accommodate any changes necessary for courses. If you need an event scheduled within the first two weeks of the semester, your best bets are after 5pm and on weekends. RCS wants to thank everyone again for a great spring semester!

HELPFUL SIS SCREENS

originally compiled by Richard Mathews



- 105** - List of all sections pertaining to a course ID
- 125** - Shows how a course has been approved through curriculum
- 126** - List of subtitles and subtitle codes for a course ID (Tier One, UNVR and CRL)
- 127** - Statistical information for a course ID for past semesters
- 128** - Shows the history of course approval (screen 125)
- 129** - Maintenance of a section (including if a section is P/F or Honors)
- 131** - Where department reps (who have had Screen 131 Training!) can have access to change fields such as max enrollment (of exclusive courses), instructor name and VRR
- 134** - Meeting pattern times for a section and all of its segments
- 150** - List of all course sections in alphabetical order
- 152** - Shows atypical semester dates and codes

These screens will hopefully make understanding and accessing course information easier. Please feel free to call us with any questions.



Comment Reminders!



- ◆ Please do not submit Tier One course comments until the sections have been reassigned by RCS.
- ◆ Comment additions/revisions to a current semester can be submitted any time during that semester, but they are uploaded weekly on Thursdays. If you submit a comment by Thursday at noon, it will appear on the schedule of classes by Friday.
- ◆ Please remember to use the Word or Excel format laid out on our website at www.registrar.arizona.edu/rcs. Any comments not submitted in a table will have to be re-submitted.

SCREEN 131 TRAINING

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

Friday, June 8, 2007
10-11:00am

Thursday, June 21, 2007
2-3:00pm

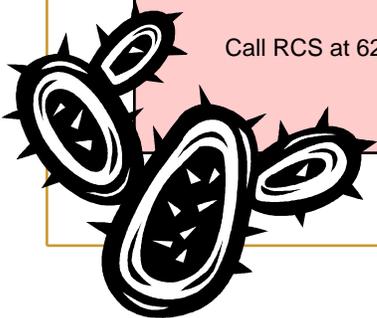
Call RCS at 621-3313 to sign up!

OVERENROLLMENT

Risk Management policy as well as Arizona State Fire and Safety Codes dictate that even 1 student enrolled over the room capacity is a violation. Please carefully monitor enrollments for courses and their respective room capacities to avoid this potential problem. If a course's enrollment is expected to exceed the room capacity, please submit a change form to RCS as soon as possible to find a larger room.

Questions? Comments? We welcome your feedback!

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



MAY IS...

BETTER HEARING AND SPEECH MONTH!

You're never too young to take good care of your hearing. Prevent hearing loss by minimizing your exposure to loud noise. Even listening to music with headphones can cause irreparable damage! Early detection is also key. The UA Department of Speech, Language, and Hearing Sciences offers screenings to test your hearing. Check the Life&Work Connections Website or call 621-2493 to find out when the next screenings will take place.



DATES TO REMEMBER

May 21, 2007
Tier One Greenbars Due

May 28, 2007
Memorial Day, no classes

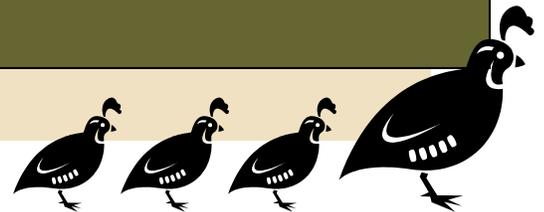
June 4, 2007
Summer Session I Begins

June 11, 2007
Regular Greenbars Due

Meet Denielle



Denielle has been working at RCS since August of 2006 at the start of her freshman year. She came to the UofA from the lush greenery of Salt Lake City, Utah. It's taken a while for her to get used to the desert, but Denielle now thinks the grass might be metaphorically greener in Tucson. She appreciates the beauty of our sunsets and the sights and smells of our summer monsoon rains. The demands of majoring in Harp Performance leave Denielle little time for anything else. Once clocked at 50 mph, her pitching arm is getting rusty, and she's itching to get back into playing softball.



Questions? Comments? We welcome your feedback!

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