

INSIDE THIS ISSUE:

Permission Numbers	1
Dates to Remember	1
CFM Comments	2
CFM Deadlines	2
Equivalencies	2
35/35/30 Rule	3
Waitlist Auto-Enroll	3
RCS Quiz	4
Request Form	5

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Class Permission Numbers

A new process has been initiated in UAccess Student to help departments allow students to enroll in classes without needing a Change of Schedule Form. The process creates a set of Class Permission Numbers for each Class Association within a department; these numbers can be distributed to students in lieu of Change of Schedule Forms in most cases, allowing students to enroll directly through Self-Service.

A batch process will be run every semester by Room and Course Scheduling to distribute the initial permission numbers to those departments requesting for them to be created. Departments needing additional permission numbers after the batch process has been run will have access to manually create additional numbers for specific sections.

Using class permission numbers will allow students to register for classes with certain restrictions without using a Change of Schedule Form. Restrictions that will be automatically overridden by class permission numbers include restrictions of closed class, enrollment time period and consent required. Departments can monitor and distribute the permission numbers to students as needed.

To be included in the initial batch process to create permission numbers for your department, please fill out the request form and return to M LNG 347 by campus mail or as a PDF attachment in an email to rcschedule@listserv.arizona.edu. The form can be found in the email Abbie sent on 10/15/12 or on the last page of this issue of the Chronicles. Once received, a department's opt-in or opt-out request will be kept on file and referenced for each future semester. Departments will not need to submit another request unless their preference to be included or excluded from the batch permission number process changes.

Room and Course Scheduling will be offering a presentation and Q&A session on this new process on Tuesday, October 30th, from 1:30pm—2:30pm, in ILC 140. Please RSVP to rcschedule@listserv.arizona.edu or by calling 621-3313.



Dates to Remember

10/23/12—Winter Session 2012-2013 available for public view

10/24/12—2134 Schedule of Classes Training 10:00am-11:15am in M LNG 312

10/30/12—Class Permission Number Presentation and Q&A 1:30pm-2:30pm in ILC 140

11/9/12—Deadline to Opt-in for Class Permission Numbers for 2131

11/13/12—Registration for Winter Session begins

1/4/13—2134 Common Final Exam Requests, Room Use Grids, and Permission Number Opt-Ins
Due by 5:00pm

1/6/13—End of Open Scheduling Period for Fall 2013 classes

Catalog Corner

Course and Fee Management: Comments

One of the great features of the new Course and Fee Management Application is the ability to see up to the minute, real time information about the status of a request and any comments made by those reviewing and approving the request. Up until the time the information is entered into the Catalog and the form is marked "Completed", anyone may make comments on your form. It is especially important that initiators review and respond to these comments while the request is en route. Any issues or concerns mentioned in the comments will need to be resolved before the course is granted final approval and begins the ten business day review period by other departments. Any issues or concerns raised during the review period will need to be resolved before the information is entered into the Catalog and the request completed. To avoid delays in your request, check and respond to the comments often.

The comments will also help you keep track of when your request will be entered into the Catalog. Once the request is granted final approval a comment is added indicating the end date of the review period and the earliest date on which the information may be entered into the Catalog. You will receive an email notification once the information has been entered into the Catalog and the form "Completed". If you have any questions about the status of your course request, check the comments.

To view all of the comments on a form, click "Include History" on the form, then "View All" under the Comments section. Be sure to click "Save" whenever you add a new comment.

Since its creation in May, over 220 courses have been added, modified or inactivated using the new Course and Fee Management Application.

Deadlines and Expedited Course Requests

The Course Approval Services website lists deadlines for Course Additions, Deletions and Modifications. A request submitted and having the approval route completed prior to these deadlines guarantees that a course will be entered into the Course Catalog and available to have a section scheduled prior to the beginning of priority registration for that semester. When anticipating these deadlines please keep in mind the mandatory ten business day review period for any new course material. Although these deadlines guarantee course and section information will be available for priority registration, course material may be submitted at any time for any future term. Requests submitted after the deadline will not be given any preferential processing.

Another available resource to edit course material during the Open Scheduling period for sections is the expedited course modification form. Instead of submitting course modification forms in the Course and Fee Management Application, during the Open Scheduling period you may submit a spreadsheet of modifications via email. The deadline for receipt of these expedited course modifications is the same as the end of the Open Scheduling period. For the spreadsheet template, a list of modifications approved to be submitted using the expedited email process, further instructions and the list of course deadlines, please visit the Course Approval Services website: <http://registrar.arizona.edu/course-and-fee-management/>

Equivalent Course Groups

One of the fields in the Course Catalog is the Equivalent Course Group field. This information appears in the Browse Catalog view as the Characteristic of "Equivalent To". Equivalent Course Groups are a list of similar courses providing information primarily for academic advisors for transcript evaluation and GRO processing.

The Equivalent Course Group also plays an important role in requirement groups. When the requirement is created, departments are asked if they will allow equivalent courses. If allowed, any course in that Equivalent Course Group will fulfill the prerequisite requirement.

It is also important to note that the courses listed in the Equivalent Course Group are not the current cross-listed courses. For a listing of the current cross-listed courses, check the "Also Offered As" portion of Browse Catalog.

Browse Course Catalog

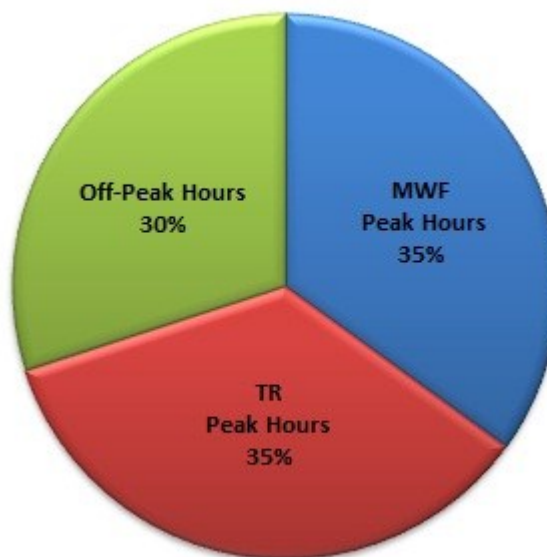
Course Detail
MATH 124 - Calculus I with Applications

Course Detail
Characteristics

Equivalent To MATH 113, MATH 113-CC, MATH 125, MATH 125-CC

35/35/30 Rule

In order to ensure that all departments have equal access to Centrally Scheduled Classroom space, beginning with the Fall 2013 semester, RCS will require departments' schedules to conform to the "35/35/30 Rule": of the classes requesting Centrally Scheduled Classrooms, no more than 35% should be scheduled during peak hours on MWF (between 9:00am and 3:00pm), no more than 35% should be scheduled during peak hours on TR (between 9:30am and 3:30pm), and no less than 30% should be scheduled during off-peak hours (early mornings, late afternoons, and weekends). Any classes scheduled in departmental space, off campus, or listed as TBA will not be included in these calculations. Please keep this rule in mind as you put your schedules together.



Auto-Enroll from Waitlist Update

Basic Data	Meetings	UA Facility Prefer	Enrollment Contrl	Reserve Cap	Notes	Exam
Course ID:	013527	Course Offering Nbr:	1			
Academic Institution:	The University of Arizona					
Term:	Spring 2013	Undergrad				
Subject Area:	ENGL	English Main				
Catalog Nbr:	101	First-Year Composition				
Enrollment Control						
Session:	1	Regular Academic Session	Class Nbr:	55337		
Class Section:	001	Component: Lecture	Event ID:	000037622		
Associated Class:	1	Units: 3.00				
*Class Status:	Active		Cancel Class			
Class Type:	Enrollment	Enrollment Status:	Open			
*Add Consent:	No Consent	Requested Room Capacity:	28	Total		
*Drop Consent:	No Consent	Enrollment Capacity:	25	2		
1st Auto Enroll Section:	<input type="checkbox"/>	Wait List Capacity:		0		
2nd Auto Enroll Section:	<input type="checkbox"/>	Minimum Enrollment Nbr:				
Resection to Section:	<input type="checkbox"/>					
<input checked="" type="checkbox"/> Auto Enroll from Wait List		<input type="checkbox"/> Cancel if Student Enrolled				

In the near future the functionality for the "Auto Enroll from Wait List" feature will be turned on. If the "Auto Enroll from Wait List" box located on the Enrollment Control tab is checked, students on the waitlist for the section will now be automatically enrolled into the section when seats become available. If your department would like to continue manually maintaining how students on the waitlist are added to the section, you will need to do two things:

1. Un-check the "Auto Enroll from Wait List" check box.
2. Set the section's enrollment capacity at a number that is much lower than the actual enrollment once the enrollment capacity has been met. This will maintain the "Closed" status of the class when students drop, allowing you to enroll students without the class status changing to "Open" (allowing students to enroll on their own). You will want to keep an internal record of what the enrollment capacity should be so that you avoid any over-enrollment issues and so you can change the enrollment capacity back to the correct number after enrollment has ended and the semester is underway.

RCS QUIZ

- 1) True or False: An "Approved" status for a new course add request in the Course and Fee Management Application indicates that the request has been entered into the Course Catalog and the course is now available for sections to be scheduled.
- 2) If approached by a club to reserve a room I should _____
 - A) Offer them a departmentally controlled room.
 - B) Tell them to use the first room they can find.
 - C) Direct them to the RCS website.
 - D) Fill out an RCS Event Request on behalf of the club.
- 3) What is the correct order of events for a new course request going through the new Course and Fee Management Application?
 - A) Initiator submits the request.
 - B) Ten Business Day Approval Period.
 - C) Department Head, and College Dean approve the request.
 - D) Course form is marked completed and information is entered into the Course Catalog.
 - E) Sandy gives final approval for the course.

Answers

- 1) Correct Answer: False - An approved course request indicates that the request has completed the route and Sandy has given final approval. The request must then undergo a mandatory 10 business day review period where other departments can view your request and appeal if there is overlapping course material with their department. After the 10 business day review period the course will be entered into the Course Catalog. The initiator will then receive an email alerting them that the course is in the Catalog and is now available for sections of that course to be scheduled in a particular semester.
- 2) Correct Answer: C - Although answer A is also a perfectly acceptable answer if a department room is available for club use. Departments should never request centrally scheduled classrooms for clubs. Student organizations have their own set of guidelines they must follow in order to reserve centrally scheduled rooms. Clubs who fail to abide by the room use policy for clubs may face consequences including the revocation of room use privileges. All of the information a club needs to reserve a centrally scheduled classroom can be found on the RCS website: <http://rcs.registrar.arizona.edu/clubs>.
- 3) Correct answer: A, C, E, B, then D. A course form is first submitted by the initiator then goes through the routing where it is approved by the Department Head and College Dean. When all other signatories have approve the form, Sandy will give final approval and add a comment to the form indicating the end date of the review period. At the end of the ten business day review period, the course information is added to the Course Catalog and the form is marked as completed. For more information see the article about Comments on page 2.

Room & Course Scheduling

Modern Languages m. 347

Phone: (520) 621-3313

Fax: (50) 626-9301

E-mail: rcschedule@listserv.arizona.edu

DATE: October 15, 2012
TO: Academic Department Heads and Department Representatives
FROM: Abigail Sorg, Room & Course Scheduling
SUBJECT: Class Permission Number Batch Process

Room and Course Scheduling will run a batch process each semester to create Class Permission Numbers for departments that request them. For those departments wishing to be included in this process, the process will create *10 permission numbers per class* **or** *permission numbers equaling 10% of the section's enrollment capacity*, **whichever number is higher**, for each section of each class offered in the semester. The permission numbers will override the following restrictions on a student's ability to register in a class: Permission Time Period (students may use the permission number to enroll in a class after the first week of classes), Closed Class (students may use the permission number to enroll in a class whose enrollment capacity has already been met), and Consent Required (students may use the permission number to enroll in a class that requires Department Consent to enroll).

Room and Course Scheduling will create Class Permission Numbers for Spring 2013 on Tuesday, November 13th, 2012; the offering department will be responsible for manually creating permission numbers for any sections that are added after that date.

Each department wishing to be included in the batch Permission Number creation process should complete this form and send it to RCS in Modern Languages 347, or as a PDF attachment to reschedule@listserv.arizona.edu. Once the department opts in, RCS will include the department in the process each semester unless and until a request to be excluded from the process is received. RCS will not include a department in the process unless a request is received.

The request submission deadline for Spring 2013 is Friday, November 9th, 2012.

The department of _____ requests:

_____ To be **included** in the batch process creating Permission Numbers for each semester

_____ To be **excluded** from the batch process creating Permission Numbers for each semester

Department Representative _____ Phone # _____

Department Head's Signature _____ Date _____