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**Open Scheduling for the Spring 2016 Schedule of Classes began on Monday, April 20th and will remain open through Sunday, June 21st, 2015.**

## Spring 2016

RCS offered two training sessions for updating your Schedule of Classes data last week on April 27th and the April 29th. The first training session focused on the basics of what to do during the Open Scheduling period, basic scheduling processes, and other topics related to the Schedule of Classes. The second training session focused on the more difficult aspects of Open Scheduling such as the combined sections table. If you were not able to make it to either of these training sessions, or if you did attend and still have questions please email us at [rcschedule@list.arizona.edu](mailto:rcschedule@list.arizona.edu) or call us at 621-3313 and we'll be happy to answer any questions.

## **Open Labs**

Room and Course Scheduling will hold Open Lab times near the end of the Open Scheduling period and one towards the end of May. The Open Lab sessions are a great opportunity to ask questions, review your schedules, or walk through the scheduling process one-on-one with an RCS representative before the Open Scheduling period ends. Please consider attending one or both of the lab sessions below. Also, look out for an email as we will announce the time and day of the third lab session soon.

- **Thursday, June 18th, 2:00pm-4:00pm in ILC 125**
- **Friday, June 19th, 9:00am-11:00am in ILC 125**

All Common Final Exam Request forms, Room Grids for priority scheduling, and Class Permission Number Opt In/Out request forms will be due by **5pm on Friday, June 19<sup>th</sup>**. Please also remember to notify us by email if you have any sections meeting together that are both cross-listed and co-convened that need to be in two separate combinations, if you have any courses with components which should be optional for students, to submit component unit templates, or to notify us of any other scheduling considerations that cannot otherwise be indicated in UAccess. For your convenience, listed below are links to the forms and templates you may need.

- [Common Final Exam Request Form](#)
- [Class Permissions Opt-In Form](#)
- [Component Unit Assignment Template](#)

## Spring 2015 Finals

Final Exams week is only one week away and Room and Course Scheduling has been working hard to prepare for this important week. Common final exams have been completed and you should have received an email confirming your rooms. We are currently processing finals event request forms in the order they are received. When submitting event requests for Final Exam week please keep in mind that event start and end times should be confined within one of the approved Final Exam time periods. The official Final Exam time periods are 8:00am – 10:00am, 10:30am – 12:30pm, 1:00pm – 3:00pm, 3:30pm – 5:30pm, 6:00pm – 8:00pm and 8:30pm – 10:30pm.

An alternate final exam can be requested, but the Final exam must still be offered at the approved time according to the published final exam schedule. To view the Spring 2015 Final Exam schedule you can go to <http://registrar.arizona.edu/schedule2151/exams/2151exams.htm>. If there are any questions about when or where the final exam for a section will be held, do not hesitate to contact our office for clarification.

During Final Exam week Room and Course Scheduling will be open for extended hours from 7:30am to 6:30pm. Please do not hesitate to contact our office if there are locked classrooms or any other issues impacting the administration of final exams. Please share our phone number with your faculty in case they need to call us directly for any reason.

## Review Summer and Fall

The beginning of the Summer semester is only a few weeks away and because of this it is important to review your sections. Please have your instructors check their room assignments to make sure they will be adequate for the class so that any necessary changes can be made before the Summer semester begins.

The Fall 2015 semester is still a few months away, but it is never too early to start reviewing your sections. Please notify your faculty of their assigned rooms and if any changes need to be made make sure you submit those changes to our office as soon as possible.

## Required and Optional Components: Course Catalog vs Schedule of Classes

The components listed for a course in the Course Catalog dictate the way sections can be scheduled each term in the Schedule of Classes. In order for a component to be used in the Schedule of Classes, it must be listed in the Course Catalog for that course. Components can be listed at both levels as either Required or Optional, and every course must have at least one Required component. A component’s required/optional status means different things in the Course Catalog than it does in the Schedule of Classes.

	In the Catalog	In the Schedule of Classes
<b>Required means</b>	The department must schedule this component, and the students must enroll in this component, every time the course is offered.	Student enrolling in this class must enroll in this component
<b>Optional means</b>	The department may choose to schedule this component or not for each class in each semester.  If the component is scheduled in a semester, RCS will default the component to Required in the Schedule of Classes, but will change it to Optional at the department's request.	Students enrolling in this class may choose to enroll or not enroll in this component.  It is very uncommon for a component to be listed as Optional in the Schedule of Classes. Please consult with RCS if you wish to do so.

Courses with one component (Lecture-only, Lab-only, etc) are simple: only one component is listed in both the Catalog and the Schedule of Classes, and that one component is always Required at both levels.

### *Required and Optional Components continued...*

When a course has two or more components (ie, a Lecture/Lab or Lecture/Lab/Discussion course), the department will need to determine whether the secondary component(s) should be Required or Optional at the Course Catalog level. When making this decision, keep in mind that the Course Catalog effects **all** semesters:

- If a course will be offered as Lecture/Discussion in the Fall and Spring semesters, but will be adapted as a Lecture-only course during the Summer semester, the Discussion component should be listed as Optional in the Course Catalog, giving the department the flexibility needed for all forms the course may take.
- If the course will always be offered as Lecture/Discussion, then listing both components as Required in the Course Catalog is appropriate.

### **Tips**

- You can view which components are listed for your classes by navigating to Curriculum Management—>Schedule of Classes—>Adjust Class Associations, and clicking on the Components tab. This will show each component for the class, including its Required/Optional status.
- If a component is listed as Optional in the Course Catalog and is scheduled in the Schedule of Classes, Room and Course Scheduling will automatically list the component as Required in the Schedule of Classes. If you wish that component to be listed as Optional in the Schedule of Classes, simply email RCS to make the update.
- If you need to change the status of a component in the Course Catalog, or remove a component altogether for a course, you can do so using the Course Modification form in Course and Fee Management.

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