



# Open Scheduling Winter 2024 & Spring 2025 Kickoff Webinar



Office of the Registrar

April 30, 2024– Open Scheduling Winter 2024 and Spring 2025 Kickoff

**The Office of the Registrar is responsible for the accuracy and integrity of the academic record.**

**Serving all students, faculty, academic units, and student support functions; the Office is charged with the implementation of academic and student policies and their alignment to state and federal regulations and accreditation standards.**

**The Office strives to be a leader and thought partner in creating efficient processes that are designed in a way that supports student success and service excellence.**

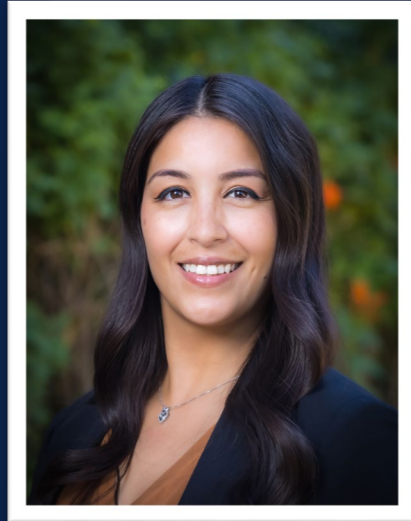


**Office of the Registrar**



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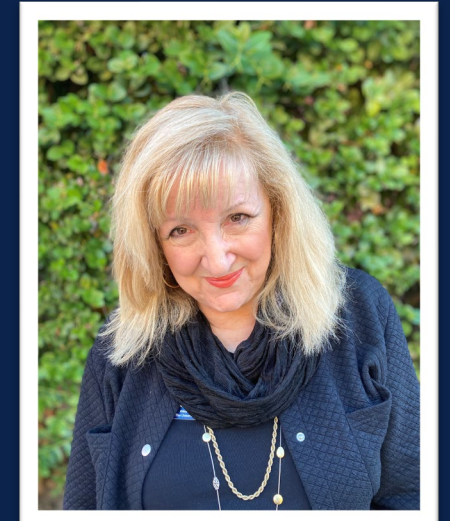
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# AGENDA

## Changes in RCS Practices

- Student-Centered Dynamic (DYN) Session Alignment
- Harvill (HARV) Spring 2025 Elevator Project: Limited Classroom Access
- New Centrally Scheduled Classroom Website and Map
- RCS Reimagine Project Update
- Published Department Scheduler Training
- Managing Class Sections with History of No Enrollment

## Recent Enhancements

- Course Attribute: Language of Instruction Tracking
- Adjustments for Class Sections with No and Low Enrollment
- Classroom Support & Technology Demonstrations

## Overview of Scheduling

## Resolution Weeks

## Announcements

## Questions



# Student Centered Dynamic (DYN) Session Alignment

## Beginning Spring 2025

DYN sessions will more closely align with regular sessions when possible.

DYN Section requesting to begin within 7 days of the start date and/or end within 7 days of the end date will:

- Align within the nearest Regular Session
  - \*The exception is any session shorter than 7 weeks (Pre, 5 and 6). DYN sessions shorter than 5 weeks will maintain DYN adjusted Dates and Deadlines
- Follow the Regular Session Dates and Deadlines
- Follow standard holiday schedule (except GLBL)

**Reminder:** any course is expected to last at least 1 week per credit earned in accordance with the University Credit Definition

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# Harvill (HARV) Elevator Restoration

## Limited Availability Spring 2025

### Project Timeline: January 2025 – July 2025

- Spring term historically has slightly lower enrollments — easier to accommodate class sections in other spaces.

### No elevator access to floors 1, 3 and 4

- **Lack of accessibility to these floors means they will be removed from room optimization.**
- Impacts 24 Centrally Scheduled Classrooms: 18 Traditional Classrooms (capacities 22-75); 5 Collaborative Learning Spaces (capacities 24-80); 1 Lecture Hall, HARV 150 (capacity 390)
- RCS team will support the redistribution of class sections typically assigned to HARV across the remaining available CSCs
- Project also impacts Departmentally Scheduled Classrooms on floors 1,3 and 4.

### Plan other options for priority scheduling requests

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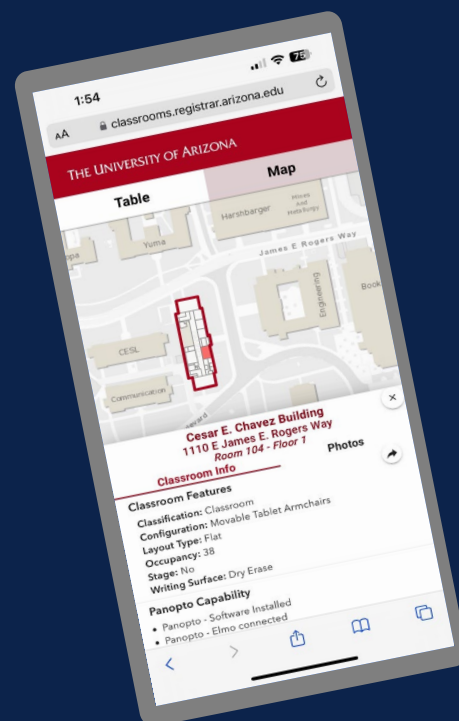
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# Centrally Scheduled Classrooms Website

[classrooms.registrar.arizona.edu](https://classrooms.registrar.arizona.edu)

BUILDING	ROOM	CLASSIFICATION	CAPACITY	CONFIGURATION
Aerospace And Mechanical Engineering	S202	Lecture Hall	225	Fixed Tablet Armchairs
Aerospace And Mechanical Engineering	S212	Lecture Hall	96	Fixed Tables w/ Fixed Chairs
Aerospace And Mechanical Engineering	S314	Collaborative Classroom	72	Movable Tables w/ Movable Chairs
Aerospace And Mechanical Engineering	S324	Classroom	48	Movable Tablet Armchairs
Aerospace And Mechanical Engineering	S336	Classroom	31	Movable Tablet Armchairs
Aerospace And Mechanical Engineering	S338	Classroom	50	Movable Tablet Armchairs

Desktop or mobile!



## Enhanced Map Capabilities

- Spatial awareness of CSC locations in buildings
- Building locations across campus (Main Campus)

## Interactive Map

Building Sort filter mode gives:

- Visual representation of classrooms of various sizes, styles, and equipment.
- Select a building from the map to explore the list of CSCs located in the selected building.

## Improved Sorting Features

- Capacity
- Room classification
- Classroom equipment

## Expedited Data Updates

- Timely changes of classroom information to ensure room layouts, instructional capacities, and photos are current and accurate.



# Centrally Scheduled Classrooms Website

THE UNIVERSITY OF ARIZONA

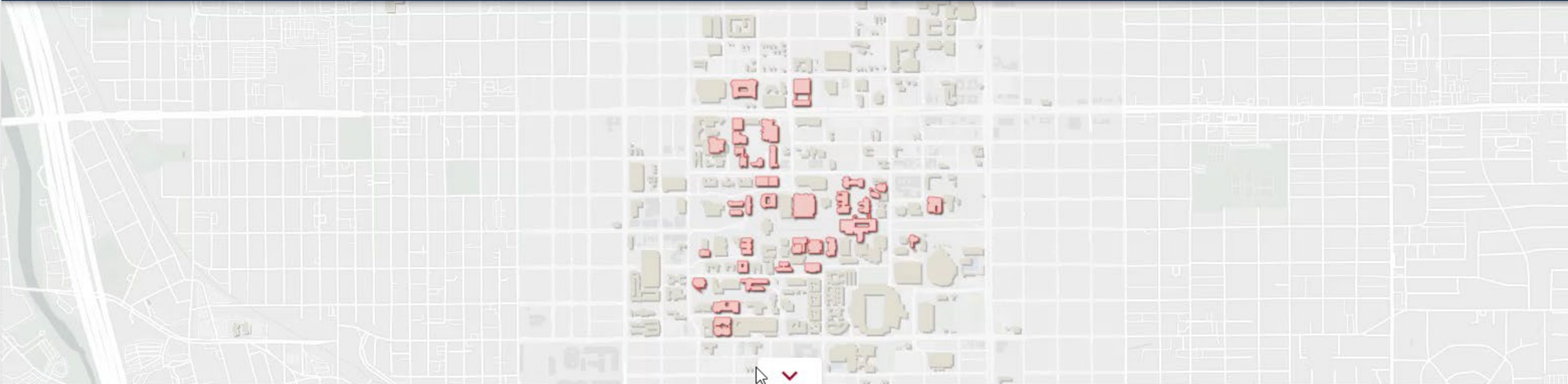
**Building & Room** | Room Details | Equipment

Select Building

Select Room

*Table currently displaying all centrally scheduled classrooms, and map showing all buildings where they are located.*

### Centrally Scheduled Classrooms



[Download Table](#)

BUILDING	ROOM	CLASSIFICATION	CAPACITY	CONFIGURATION
Aerospace And Mechanical Engineering	S202	Lecture Hall	225	Fixed Tablet Armchairs
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Aerospace And Mechanical Engineering	S338	Classroom	50	Movable Tablet Armchairs
Albert B. Weaver Science-Engineering Library	200SW	Collaborative Classroom	264	Movable Tables w/ Movable Chairs
Biological Sciences East	100	Lecture Hall	240	Auditorium Style w/ Tablet Arms
Biological Sciences East	314	Seminar	26	Movable Tablet Armchairs & Movable Tables w/ Movable Chairs
Biological Sciences West	237	Classroom	44	Movable Tables w/ Movable Chairs
Biological Sciences West	301	Collaborative Classroom	112	Movable Tables w/ Movable Chairs





# Coming Soon: Reimagine Room and Course Scheduling

## Embedded Field Logic

Alleviates the need for as many clean-up reports because rules can be built in to prevent certain errors

## Enhanced System Logic

Prevents class sections from being set up outside of class scheduling best practices or policies, reducing mistakes and streamlining the scheduling process

## Creating efficiencies in class section set-up

Expanding the opening the scheduling window for class set-up changes that have no downstream impacts

## Now Available: The Navigation Tile

- One-stop shop streamlines the process of creating the Schedule of Classes
- Designed to guide the user through the cycle of class scheduling
- Improved transparency with updated names for scheduling tiles



## We Need Testers!

Contact [rcshelp@arizona.edu](mailto:rcshelp@arizona.edu) if you want to help us test the new workflows. Testing is anticipated to happen later this summer.

# Department Scheduler Training

This training program ensures that all department schedulers receive the same, comprehensive training required to complete their work.

Available for new and experienced schedulers!

EDGE Learning: UAccess Student:  
Managing the Schedule of Classes  
[MANAGING THE SCHEDULE OF CLASSES TRAINING](#)

**AVAILABLE  
NOW!**



Welcome to **Managing the Schedule of Classes!** This training is provided by Room & Course Scheduling (RCS) within the Office of the Registrar.



# Recent Course Attribute

## Language of Instruction Tracking

- Non-Language courses with an Instructional Language other than English
- Support expectations for student success
- Support tracking for transcript and certificate awarding
- Current Course Attribute Values include:
  - Spanish and Mandarin
  - Please complete the [Language of Instruction – Class Section Request Form](#) if another Value needs to be included.

## Managing the Attribute:

- Available to manage during the Open Scheduling process
- For more information, please review our Resource Guide: [Setting up Course and Class Attributes in the Schedule of Classes](#)



# Process Refinement: No Enrollment and Low Enrollment

## No Enrollment

Communicate sections with zero enrollment to departments between July 1- 12, 2024

## Action – August 1, 2024

RCS will:

- Email list of class sections moved to class status cancelled
- Centrally Scheduled Classrooms are released
- Cancelling the class section prevents a room assignment for final exams

## Low Enrollment

Communicate sections with historical low enrollment (less than 70% room fill) based on requested room cap during Open Enrollment

## Action – August 1, 2024

RCS will:

- Request room swaps based on need to accommodate larger classes
- Offer rooms better suited for anticipated enrollment



# Classroom Support & Tech Demonstrations

- **CTS Tech Retirement**
  - As of Fall 2024 DVD and Blu-Ray players will no longer be available for use
- **Classroom Technology**
  - Projectors
  - New batteries
  - Audio and microphones
  - Computer
- **Technology Demonstrations**
  - Before an event or the start of the semester
  - Equipment available to rent



## Central Classroom Support

To report any issues with this classroom

# 520-621-3852

To unlock the door after hours contact Security 520-621-8273

**For emergencies dial 911**



# Open Scheduling Overview

**May 6 – July 31, 2024**

Open Scheduling Winter 2024/ Spring 2025

**July 1, 2024**

Priority Scheduling, Common Finals & CLS Request Deadline

**August 1-22, 2024**

Priority Scheduling & Optimization processing and clean-up

**August 23, 2024**

Publication of the Schedule of Classes for Department Review &  
Section Forms Open



# Priority Scheduling Resolution Weeks



## Increased Communication

- RCS staff review Priority Scheduling Requests
  - Standard Meeting Patterns to efficiently filling classrooms to avoid scheduling gaps
  - Works to mimic standard meeting patterns between multiple sections requesting non-standard meeting patterns
- Initial communication shared via email
- Scheduled one-on-one appointments to review grids as needed between July 8-19, 2024



# Optimization Processing & Clean-up

Thursday, August 1, 2024-  
Thursday, August 22, 2024



# Start of Closed Scheduling

Friday, August 23, 2024

Publication of the Schedule of Classes for  
Department Scheduler review

## Section Forms Open

Priority Processing for Cancels & Adds

- Change forms to be processed after  
Resolution Weeks





# Resolution Weeks

*Tuesday, September 3, 2024-  
Friday, September 13, 2024*



Schedule an appointment with RCS for one-on-one assistance with:

- Room assignments needed after optimization
- Changes to room assignments
- Corrections to class section set-up



# What Leads to Class Status: Tentative

## Avoiding Tentative Class Status

- Class setup left incomplete will be marked with a class status of tentative and will not appear within the published Schedule of Classes.
- Missing data that triggers a **Tentative** status includes:
  - No room assignment
  - Incomplete meeting pattern
  - Contact minute non-compliance
  - Unapproved DYN or Live Online
  - Courses missing a required component

## Managing Status Change

- Incomplete Class Set-up notifications sent during Open Scheduling Period (May 6-July 31)
- After resolution weeks (September 3-13) any class sections missing essential data are marked tentative
- Submit Section forms to make necessary changes prior to publication of the Schedule of Classes on October 1st.



# Managing Instructor Role/ Department

We need your help!

## Clean-up Process

- Add a Primary Instructor with post access
- Remove Instructors no longer with the University
- Process changes to create accurate instructor table information in UAccess

## Update Instructor/Advisor table status

- **Instructor Type**
  - Teaching Assistant
  - Instructor
  - Department administrator
  - Visiting Lecturer
  - Visiting Professor
  - Etc.
- **Instructor Status:**
  - Active
  - Inactive
- **Instructor Availability:**
  - Available
  - Unavailable
  - Sabbatical

This all helps maintain accurate instructor information in the Schedule of Classes!



# Open Scheduling Overview Topics



[Click here to watch an expanded video overview of these important Open Scheduling topics](#)

Basic Data

Meeting Patterns

Facility ID

Room Characteristics

Capacities – Room Request & Enrollment

Instructor Table

Analytic Resources



# You Asked... We Answer!

1. When will the priority scheduling form be open for Spring 2025?
2. Some instructors in my department report that the furniture isn't correct, who do we report that to (e.g., missing left-handed desks, no accessible table, too many chairs)?
3. How can instructors preview their classroom assignments to know if the room will work for them (i.e., layout, technology)?



Questions?



# THANK YOU

Please visit our website at [registrar.arizona.edu](https://registrar.arizona.edu) for additional information and resources available to the campus community.

Contact us at: [rcshelp@arizona.edu](mailto:rcshelp@arizona.edu)



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