



THE UNIVERSITY OF ARIZONA

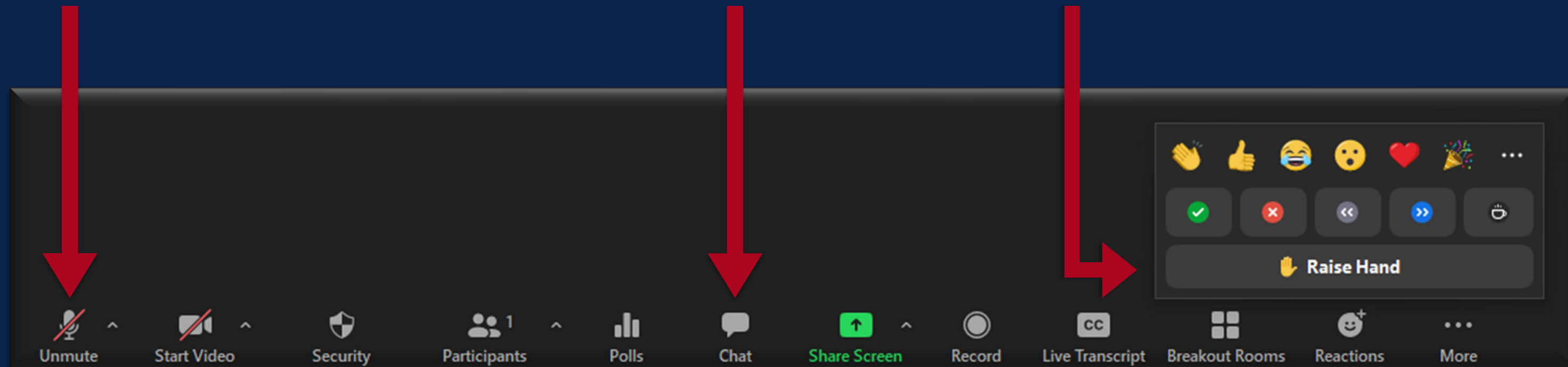
Office of the Registrar

SUMMER & FALL 2023 OPEN SCHEDULING KICKOFF!

Summer – Fall 2023 Open Scheduling Kickoff
10/17/2022

Not speaking?
Please stay muted

Questions?
Use the chat or raise your hand



Office of the Registrar

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



Cori Cashen
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AGENDA

- Recent Enhancements
- Open Scheduling Tips & Tricks
- Resolution Weeks
- Section Form Best Practices
- Question & Answer



Reminders of Recent Enhancements

- **Status Tentative**
 - Creates an accurate Schedule of Classes for student enrollment
 - Includes multiple phases of communication
- **Compliance Communications**
 - Expect to hear from RCS halfway through the open scheduling cycle
 - Communication begins regarding compliance updates:
 - Fall–November
 - Spring–June



Open Scheduling

October 4, 2022–January 16, 2023

Summer/ Fall 2023

December 1, 2022

Priority Scheduling, Common Finals & CLS

Request Deadline

Summer – Fall 2023 Open Scheduling Kickoff | 10/17/2022

Topics

Basic Data

Meeting Patterns

Facility ID

Room Characteristics

Capacities- Room Request & Enrollment

Instructor Table

Analytic Resources



Office of the Registrar

Basic Data

- Be careful- some field criteria auto populates!
 - Ensure the necessary changes are made to accurately reflect the course details
- Verify **Session Code & Start/ End** dates
 - 7W2 session needs coordinating start/ end dates
 - Verify same information on **Meeting Tab**
- Ensure **Associated Class** number matches **Class Section** number.
- If creating multiple components, select **Class Type** based on **Component** requirement according to the catalog.

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes LMS Data

Course ID 040561 Course Offering Nbr 1
Academic Institution The University of Arizona
Term Fall 2022 Undergrad
Subject Area TLS Tch, Lrn & Sociocultural Stdy
Catalog Nbr 354 Admin in Comm Rec & Park Orgs

Auto Create Component

Class Sections Find | View All First 1 of 3 Last

*Session 7W2 Seven Week - Second
*Class Section 101
*Component LEC Lecture
*Class Type Enrollment Section
*Associated Class 101 Units 3.00

*Campus MAIN UA
*Location TUCSON Tucson
Course Administrator
*Academic Organization 3222 Tch, Lrn & Sociocultural Stdy
Academic Group UA UA General
*Holiday Schedule SAHOL Student Holidays
*Instruction Mode FO Fully Online
Primary Instr Section 101

Class Nbr 61172
*Start/End Date 10/13/2022 12/07/2022
Event ID

Update Fee

Schedule Print
 Student Specific Permissions
 Dynamic Date Calc Required
 Generate Class Mtg Attendance
 Sync Attendance with Class Mtg
 GL Interface Required

Class Topic
Course Topic ID
 Print Topic in Schedule



Meeting Pattern

- Verify **Meeting Pattern time**:
 - Common issue: 12am - 12am, 3:00am - 3:50am, 12am - 1 pm, or etc.
- **Standard Meeting Pattern days**
 - Non-standard are more difficult to assign rooms based on limited room availability.
 - Non-standard meeting patterns prevent RCS from maximizing room use efficiently
- **35/35/30 guideline**
 - Strategic planning within your own schedule will reduce inter-subject competition for rooms
 - When multiple sections of a course are created, spread out meeting times
 - i.e., multiple sections that share requested meeting patterns will compete for room resources
 - Opportunity to balance and fill rooms when using multiple non-standard sections to imitate a standard meeting pattern
- **Components** require a meeting pattern for contact minute compliance (exception IND)



Facility ID

- During open scheduling, the **Facility ID** field is where a **Centrally Scheduled Classroom** request is entered.
 - If a Centrally Scheduled Classroom is needed enter ID: 999-RMRQST in the Facility ID field
 - Do not enter a specific CSC Facility ID
 - The facility ID field is emptied prior to optimization to allow for the automatic room assignment process
 - Rooms are auto-assigned to maximize room use efficiency
 - If changes to room assignments are needed after optimization, please schedule a **Resolution Week Appointment**.

The screenshot shows a 'Meeting Pattern' form. The 'Facility ID' field is highlighted with a red box and contains the text '999-RMRQST'. Below the field, the text '999 RM REQUEST' is visible. Other fields include 'Capacity' (99), 'Pat' (TUTH), 'Mtg Start' (11:00AM), 'Mtg End' (12:15PM), and a weekly schedule with checkboxes for M, T, W, T, F, S, S. The 'T' and 'T' checkboxes are checked. The '*Start/End Date' field shows '08/22/2022' and '12/07/2022'. There are also fields for 'Topic ID' and 'Free Format Topic'. At the bottom, there is a checkbox for 'Print Topic On Transcript' and a green indicator for 'Required Contact Minutes Met'.

- If a **Departmentally Scheduled Classroom** will be used, enter that information during open scheduling

The screenshot shows a 'Meeting Pattern' form. The 'Facility ID' field is highlighted with a red box and contains the text '4-137'. Below the field, the text 'MUS 137' is visible. Other fields include 'Capacity' (50), 'Pat' (TUTH), 'Mtg Start' (11:00AM), 'Mtg End' (12:15PM), and a weekly schedule with checkboxes for M, T, W, T, F, S, S. The 'T' and 'T' checkboxes are checked. The '*Start/End Date' field shows '08/22/2022' and '12/07/2022'. There are also fields for 'Topic ID' and 'Free Format Topic'. At the bottom, there is a checkbox for 'Print Topic On Transcript' and a green indicator for 'Required Contact Minutes Met'.



Room Characteristics

Room Characteristics Indicate the type of Classroom desired:

- 31- Departmentally Scheduled Classroom

Room Characteristics			Personalize	Find	Grid	First	1 of 1	Last
*Room Characteristic	Description	*Quantity						
31	Departmentally Scheduled	1						

- 32- Centrally Scheduled Classroom

Room Characteristics			Personalize	Find	Grid	First	1 of 1	Last
*Room Characteristic	Description	*Quantity						
32	Centrally Scheduled	1						

- 32 & 35- Centrally Scheduled Collaborative Learning Space

Room Characteristics			Personalize	Find	Grid	First	1-2 of 2	Last
*Room Characteristic	Description	*Quantity						
32	Centrally Scheduled	1						
35	Collaborative Learning Space	1						



Capacities: Room Request & Enrollment

The screenshot shows the 'Enrollment Control' interface for a class. The class is 'Session 1', 'Regular Academic Session', 'Class Section 001', 'Component Lecture', 'Associated Class 1', and 'Units 3.00'. The 'Class Status' is 'Active'. The 'Class Type' is 'Enrollment' and the 'Enrollment Status' is 'Open'. The 'Requested Room Capacity' and 'Enrollment Capacity' are both set to 20. The 'Total' enrollment is 16, and the 'Wait List Capacity' is 0. The 'Minimum Enrollment Nbr' is 0. There are checkboxes for 'Auto Enroll from Wait List' (checked) and 'Cancel if Student Enrolled' (unchecked).

Field	Value	Total
Requested Room Capacity	20	16
Enrollment Capacity	20	16
Wait List Capacity	0	0
Minimum Enrollment Nbr	0	0

- The **Room Request Capacity** field and **Enrollment Capacity** field should match based on historical enrollment
- Over-inflating room requests limits the chance of being assigned a room during automatic room assignments (i.e., optimization)
- Courses assigned oversized rooms are subject to relocation based on enrollment at the start of the term



Instructor/ Advisor Table

Instructor/Advisor Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

ID begins with


Campus ID begins with

National ID begins with

Last Name begins with

First Name begins with

Include History Correct History Case Sensitive

Search Clear Basic Search  Save Search Criteria

- Verify that the instructor is active for the term they are instructing in:
 - Fall 8/1/ term year
 - Spring 1/1/ term year
- Please update the **Instructor/Advisor Table** prior to the start of each term.
 - Required Trainings and University communications rely on the accuracy of this list.
- Access year round!



Resolution Weeks

February 6–17, 2023
Summer/Fall 2023

Schedule an appointment with RCS to help with:

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



UAccess Analytics Resources:

Contact Minute

UAccess Analytics > Dashboards > Course and Fee Management > Contact Minutes

- Contact Minute – [Resource Guide](#)

UAccess Analytics Course and Fee Management

Alerts! Home My Roles Visualizer Catalog Favorites Dashboards Create Open

Overview Security Roles Course Requisites Description Search Course Management Course Fee Management Fee Listing Bursar Fees Academic Organization Program Fees and Differential Tuition **Contact Minutes**

Term: Spring 2023 [2231] Academic Org: --Select Value-- Subject Code: NURS Week Workload Hours (min): --Select Value-- Actual Contact Minutes (min):

Session: --Select Value-- College: --Select Value-- Catalog Number: --Select Value-- Week Workload Hours (max): --Select Value-- Actual Contact Minutes (max):

Under / Over: Under Component Type: --Select Value--

Apply Reset

Section level calculation:
minutes in each meeting X number of meeting days = Contact Minutes Per Unit

Component	Unit	MIN	MAX
Colloquium, Discussion, Lecture, Seminar	1	700	900
Independent Study	1	N/A	N/A
Lab	1	2,100	2,700
Studio	1	1,400	1,800
Workshop	1	700	2,700

* based off of current Spring 2020 and forward contact minute requirements

Contact Minutes Report

MISMATCH_TYPE	MINUTES_UNDER	MINUTES_OVER	CAMPUS_EVENT_NBR	ACTUAL_CONTACT_MINUTES	WEEK_WORKLOAD_HRS	SSR_COMPONENT	CRSE_ID	CLASS_NBR	STRM	SESSION_CODE	SUBJECT	CATALOG_NBR	COURSE_OFFER_NBR	CLASS_SECT
Under	-300		000198823	1800	3.00	LEC	024628	52022	2231	1	NURS	350	1	001
					3.00			52023	2231	1	NURS	350	1	002

Refresh - Print - Export



UAccess Analytics Resources:

Meeting Incomplete

UAccess Analytics > Dashboards > Catalog and Schedule > Schedule Overview > check Start & End times

UAccess Analytics Catalog and Schedule

Alerts! Home My Roles Visualizer Catalog Favorites Dashboards Create Open

Overview Fall Summary **Schedule Overview** Overview with Characteristics Gen Ed Requirement Groups Courses by College Instructor Availability Faculty Load Primary Instructors Over-Enrollment Total Class Enrollment RCS - Compliance Reports Search Clas»

Important Note: Please Read!
 Please be aware that some issues have been reported regarding the way this dashboard is currently reflecting enrollment numbers. It seems to take an extra day for the actual enrollment numbers to filter through from UAccess Student. If you are concerned that the number of enrolled students displayed here does not appear to be correct, you should refer to the [Student > Class Enrollment > Class Enrollment Trends](#) dashboard page for class enrollment numbers or to the [Class Lists](#) dashboard page for a list of enrolled students. Both dashboards will provide assuredly-updated numbers. Use the links provided immediately below to navigate directly to either of those dashboards. Thank you. ~ the UAIR Team
[Student > Class Enrollment > Class Enrollment Trends](#)
[Student > Class Enrollment > Class Lists](#)

Make your selections and click APPLY

Term: Spring 2023 Campus: --Select Value-- Academic Org: --Select Value-- Subject: --Select Value-- Catalog Number: --Select Value-- Facility: --Select Value-- **Apply** **Reset**

Publisher Reports
[Printable Course Description by Department](#)
[Printable Course Descriptions for All Subjects](#)
[Printable Schedule List with Online Classes and Independent Studies](#)
[Printable Schedule List](#)
[Printable Schedule List for Gen Ed classes](#)
[Printable Schedule List for All Subjects](#)

Schedule Overview

Term	Campus	Session	Subject	Cat #	Section	Class #	Start Date	End Date	Meet #	Req Desig	P/F Opt	Component	Units	Min Units	Max Units	Course	Combined Section	Meeting Days	Start	End	Facility	Fac 1st Pref	Fac 2nd Pref	Fac 3rd Pref	Total Enroll	Max Enroll	Instructor Preferred Email	Rm Cap	In
Spring 2023	MAIN	Regular Academic Session	ABBS	696C	001	66130	1/11/2023	5/3/2023	1	-		Colloquium	1	1	1	ABBS Student Forum	-	M	03:00 PM	05:00 PM	RM TBA				0	30	samharris@arizona.edu	99	He
	MAIN	Regular Academic Session	ABS	572	001	78133	1/11/2023	5/3/2023	1	-		Lecture	4	4	4	Neurodevelopment in Action	Combined	MW	03:00 PM	04:50 PM	HSIB-442				0	20	Imadhavan@arizona.edu	1	Mu
	MAIN	Regular Academic Session	ABS	593A	001	56813	1/11/2023	5/3/2023	1	-		Ind Study	1	1	9	Internship in Applied Biosci	-		12:00 AM	12:00 AM	NA				0	10	-	0	-
	MAIN	Regular Academic Session	ABS	593A	002	58237	1/11/2023	5/3/2023	1	-		Ind Study	1	1	9	Internship in Applied Biosci	-		12:00 AM	12:00 AM	NA				0	12	bfane@arizona.edu	0	Fa
	MAIN	Regular Academic Session	ABS	593A	003	58238	1/11/2023	5/3/2023	1	-		Ind Study	1	1	9	Internship in Applied Biosci	-		12:00 AM	12:00 AM	NA				0	10	mkacira@cals.arizona.edu	0	Ke
	MAIN	Regular Academic Session	ABS	593A	005	59045	1/11/2023	5/3/2023	1	-		Ind Study	1	1	9	Internship in Applied Biosci	-		12:00 AM	12:00 AM	NA				0	5	inagy@arizona.edu	0	Ne
	MAIN	Regular Academic Session	ABS	593A	006	59046	1/11/2023	5/3/2023	1	-		Ind Study	1	1	9	Internship in Applied Biosci	-		12:00 AM	12:00 AM	NA				0	5	schmelz@arizona.edu	0	Sc



UAccess Analytics Resources: Instructor Availability

UAccess Analytics > Dashboards > Catalog and Schedule > Instructor Availability > check instructors listed by Academic Org.

- Instructor Availability- [Resource Guide](#)

The screenshot shows the UAccess Analytics interface for 'Catalog and Schedule' > 'Instructor Availability'. It features two filter sections and two data tables.

Available Instructors Table:

Academic Org	NetID	Person ID	Person Name	Work Email	Instructor Type	Instructor Available	Effective Status	Effective Date
Accountancy, Sch of	GISELLEACEVES	23298249	Aceves, Giselle	giselleaceves@arizona.edu	INST	A	A	04/15/2020
Accountancy, Sch of	GGUNSOLL	15208581	Alan, Glenn M	glenn.alan@arizona.edu	INST	A	A	01/09/2007
Accountancy, Sch of	WAALLEN	22057112	Allen, William A	waallen@arizona.edu	INST	A	A	07/01/2012
Accountancy, Sch of	HEATHERALTMAN	01476558	Altman, Heather Ann	hlarson@arizona.edu	INST	A	A	04/28/2010
Accountancy, Sch of	JRA	01530337	Altman, Jeffrey R	jra@arizona.edu	INST	A	A	04/28/2010
Accountancy, Sch of	NAMINE	23136998	Amine, Natalie Charbel	namine@arizona.edu	ADJ	A	A	02/01/2017
Accountancy, Sch of	RYANAPPEL	23078107	Appel, Ryan P	ryanappel@arizona.edu	ADJ	A	A	01/01/2015
Accountancy, Sch of	MASHRAF	23312518	Ashraf, Musab Ahmed	mashraf@arizona.edu	ADJ	A	A	04/13/2016
Accountancy, Sch of	KAVILA	01882169	Avila, Kimberly Louise	kavila@arizona.edu	TA	A	A	03/29/2011
Accountancy, Sch of	LISABACON	22064542	Bacon, Lisa M	lisabacon@arizona.edu	ADM	A	A	01/01/2016

Assigned Instructors Table:

Term	Academic Org	Person ID	Person Name	Work Email	Instructor Role
Spring 2023	AZ Center for Judaic Studies	-	-	-	Not Available
Spring 2023	AZ Center for Judaic Studies	22095550	Balint, Anat Ana	balint@arizona.edu	Primary Instructor
Spring 2023	AZ Center for Judaic Studies	02302687	Castleberry, Martha J	marthac@arizona.edu	Primary Instructor
Spring 2023	AZ Center for Judaic Studies	00430663	Elliott, Mark	melliott1@arizona.edu	Primary Instructor
Spring 2023	AZ Center for Judaic Studies	13003980	Graizbord, David L	dlgraizb@arizona.edu	Primary Instructor
Spring 2023	AZ Center for Judaic Studies	22054664	Hammer, Leonard M	lhammer@arizona.edu	Primary Instructor
Spring 2023	AZ Center for Judaic Studies	09304440	Kaye, Deborah A	deborahk@arizona.edu	Primary Instructor
Spring 2023	AZ Center for Judaic Studies	16603996	Maimon, Uri	maimonu@arizona.edu	Primary Instructor
Spring 2023	AZ Center for Judaic Studies	16603996	Maimon, Uri	maimonu@arizona.edu	Secondary Instructor
Spring 2023	AZ Center for Judaic Studies	08008132	Nakhai, Beth Alpert	bnakhai@arizona.edu	Primary Instructor

- Please contact RCS for assistance related to Course Scheduling Analytic Reporting navigation.



Section Form Best Practices

Summer/Fall 2023
Form Opens January 16, 2023

Winter 2022/Spring 2023
Form Open Now

Fall 2022
Form Open Now
Closes December 8, 2022

When submitting a form please add Facility ID 999-RMRQST and/or indicate needs in the additional notes.

Centrally Scheduled Classrooms are a shared resource.

Thank you for your flexibility and cooperation in sharing these valuable resources

Request Recipient:	RCS
Name:	Jaelyn Pryor
Phone:	5206264822
Email:	jaelynpryor@arizona
CC Email:	(optional)
Term:	Fall 2022 Regular Academic Session
Subject Area:	AAS
Catalog Number:	
Section Number:	Get PeopleSoft Section Information
Campus:	University of Arizona - Main
Location:	Tucson
Component:	Lecture
Instruction Mode:	In Person
Course Topic ID:	INDV, NATS, TRAD, CRL, LASC and LAW courses only
Honors?:	<input type="checkbox"/>
Pass/Fail?:	<input type="checkbox"/>
Number of Meetings:	
Meeting 1 Information	
NOTE: No Day/Time pattern selected will be treated as "TBA"	
Days:	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
Start Time:	1 : 01 A
End Time:	1 : 01 A
Facility ID:	(optional)
Course Notes:	(optional)
Additional Comments:	(optional)
Submit Cancel	

Please fill out this form to make any of the changes below to a section in the Schedule of Classes:

1. Campus/Location
2. Instruction Mode
3. Honors Option, and other Class Attributes like Student Engagement
4. Pass/Fail Option
5. Room and Meeting Pattern
6. Notes
7. Units
8. Combined Table Changes

Note:
*Push 'Get Peoplesoft Section Information' to fill out the form.
**All fields are required except where marked as "optional".

The U of A has required all classes that are In Person, Hybrid, and IT for all Components except Independent Studies to have Complete Meeting Patterns.

If you have questions, please contact Room and Course Scheduling at 621-3313.



Question & Answers

- Pre-submitted Questions
- Chat Response
- Raised Zoom Hands

Q: Can you please go over how to add Honors sections for my courses during the open scheduling period for Fall 2023? Thank you!

A: Class sections offered for honors credit are set up either at the catalog level (will automatically populate the correct honors codes), or individual sections can be designated for honors credit manually in UAccess during open scheduling. **[Resource Guide](#)**.



Questions?





Office of the Registrar

THANK YOU

rcshelp@arizona.edu | 520-621-3313

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10/17/2022