

# **Open Scheduling Summer & Fall 2025 Kickoff Webinar**

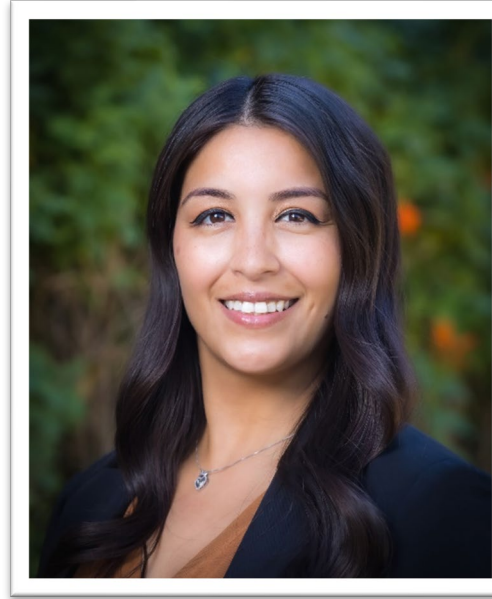


Office of the Registrar

# Introductions



**Jaclyn Pryor**  
Assistant Registrar,  
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**Angelica Medina**  
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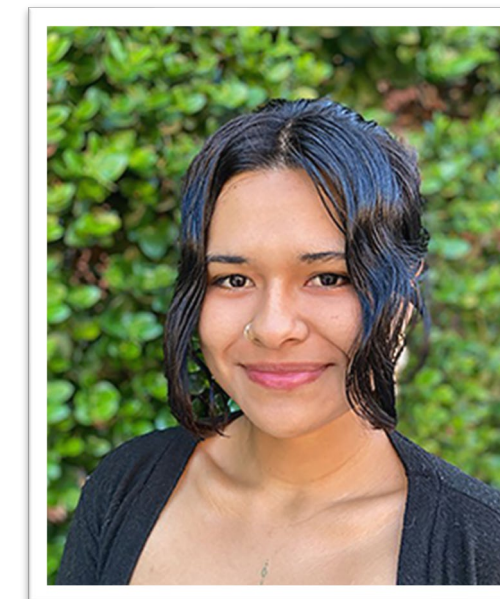
**Jenna Childers**  
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Academic Records Specialist,  
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- **Changes in RCS Practices**

- International Direct Transition
- Unique Session Review
- Harvill (HARV) Spring 2025 Elevator Project; Limited Classroom Access

- **Recent Enhancements**

- Classroom Support
- Course Attribute: Language of Instruction Tracking
- Managing Class Sections with History of No Enrollment

- **Overview of Scheduling**

- Standard Meeting Patterns
- Priority Scheduling
- Variable Units Set-up
- Waitlist Set-up

- **Resolution Weeks**

- **Announcements**

- **Questions**





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.



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# International Direct Transition into Arizona Online: Effective Spring 2025

- **Arizona Online and Arizona International, the International Direct (GLBD) campus will be merged into Arizona Online**
  - International Direct will no longer be a separate academic offering (GLBD UAccess campus).
  - Coordination across campus with Arizona International, Arizona Online, Admissions, Advising, Bursar, Curricular Affairs, Enrollment Management, Graduate College, UITs, and the Office of the Registrar.
- **The project team will manage the transition with communication with students, updating academic records and plans, degree search, decommissioning systems set up for International Direct, and the Schedule of Classes**
- **A mass update by UITs will remove GLBD sections from future terms; effective Spring 2025**
- **RCS will remove the old class sections from the Schedule of Classes.**
  - **For any outstanding class sections request add forms for SP25 there is no need to request the GLBD section for spring term;** this is particularly common with historically combined class sections (101/201/401).
- **Once complete, GLBD will be removed from UAccess**

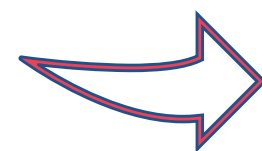




# Unique Session Review

- **Carry Over Course (COC)**
  - A session with a start date in one term and an end date in another term
  - COC sessions will be reviewed for mismatch session alignment and adjusted if needed to DYN or corresponding standard session
- **Dynamically (DYN) Dated**
  - A session with start and end dates within a single term that do not match a standard session
  - DYN Section to begin within 7 days of the start date and/or end within 7 days of the end dates will be aligned with the nearest Standard Session
    - Follow the standard session Dates and Deadlines
    - Follow standard holiday schedule (except GLBL)
    - This re-alignment only applies to sections scheduled for 7 weeks or more

**DYN & COC section requests require student-centered rationale with department head approval prior to Office of the Registrar review.**



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





# 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.
- **RCS is working with departments to support use of CSCs in lieu of DSC, please reach out if additional support is helpful.**

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# Central Classroom Support Service

## Reporting Issues

- Classroom Services
  - Heating & Cooling
  - Room cleanliness
  - Whiteboard markers & erasers
  - Furniture- layout, quantity, condition, etc.
  - Classroom Security – multiple doors, emergency door locks, forgot something in room, etc.
    - arriving early for event: classrooms unlocked 30 minutes prior to scheduled class or event
- Classroom Technology
  - Projectors
  - New batteries
  - Audio and microphones
  - Computer
  - Technology Demonstrations

## 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**





# Language of Instruction Course Attribute

## Course Attribute Value

- 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 (language) 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](#)





# Managing Class Sections with No History of Enrollment

**As program offerings are expanding, it creates a need to reduce unused class sections and numbers rolled over from term to term.**

- RCS will cancel sections with no enrollment history for the past five like terms (e.g., Fall 2024, Fall 2023, Fall 2022, Fall 2021, Fall 2020) to prevent overlap in class numbers and avoid enrollment errors.
- Sections will be cancelled before the term roll on September 30.
- Canceled sections, including independent study (IND) sections, can be rescheduled if needed.





# Open Scheduling Overview

**October 7, 2024- January 15, 2025**

- Open Scheduling Summer/ Fall 2025

**December 1, 2024**

- Priority Scheduling, Common Finals & CLS Request Deadline

**January 16-31, 2025**

- Priority Scheduling & Optimization processing and clean-up

**February 3, 2025**

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



# Priority Scheduling Resolution Meetings

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 upon  
receipt



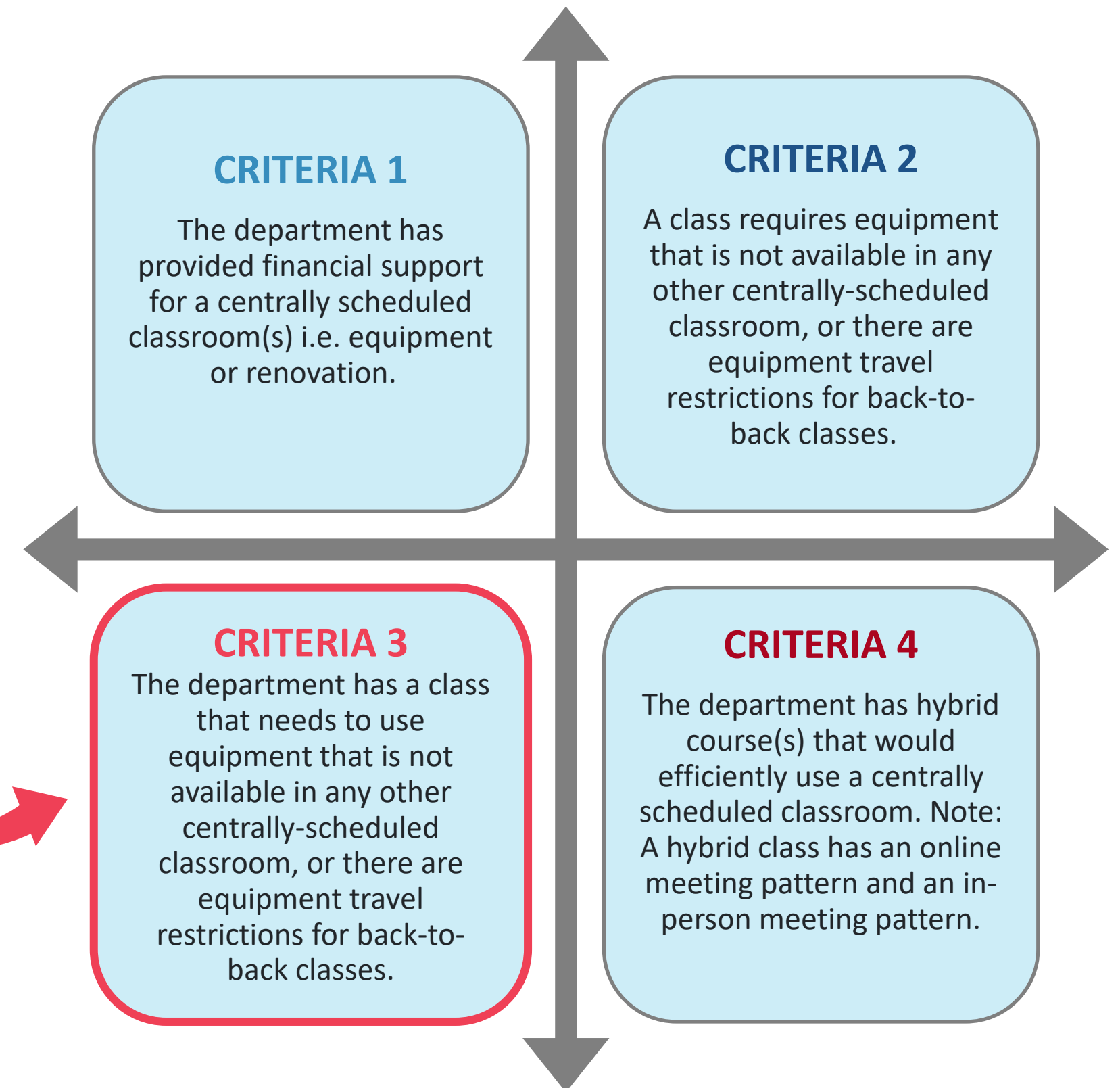


# Priority Scheduling Requests & Review Process

- **December 1 is the deadline to submit a Priority Scheduling Request form.**
- If the Priority Scheduling request is approved, **the Facility ID is assigned to the section before room optimization.**
- **Class sections must still be entered during Open Scheduling;** the request supplements the Schedule of Classes in UAccess.
- To request priority scheduling, complete the **Priority Scheduling Request** form. *(Note: A new request is required for each Open Scheduling cycle.)*
- Remember to **review the priority request with your Department Head** before submitting the form.

**Some departments may not meet criteria 1 or 2, but many have instructors who meet criteria 3.**

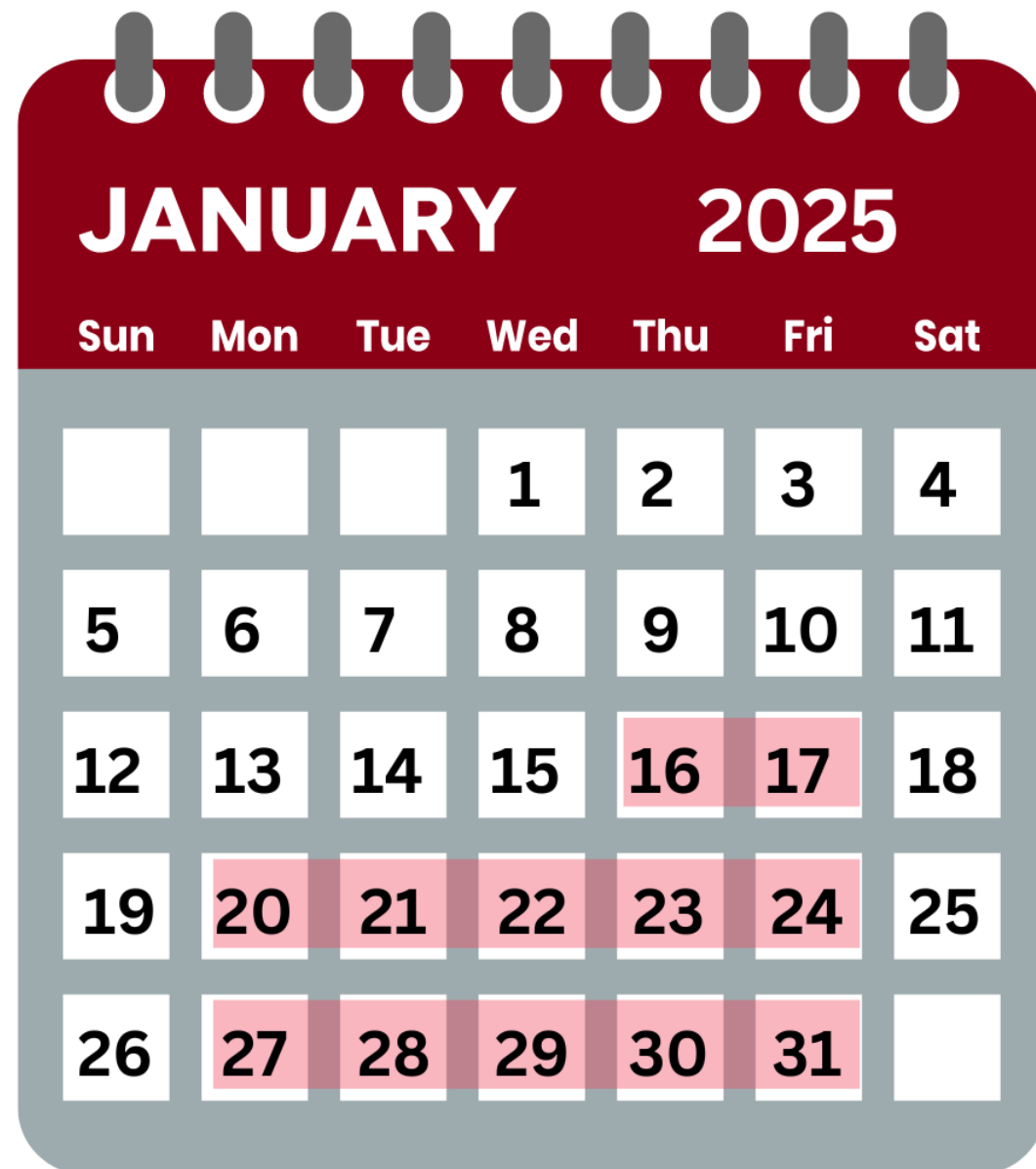
- Communicate with these instructors and submit a **Priority Scheduling Request** for those who may benefit from specifying their classroom or building.
- To ensure the accuracy of class setup data, departments submitting priority scheduling requests may need to schedule a brief one-on-one meeting with an RCS team member to review the requests.
- **In early December, RCS will email department schedulers who have submitted requests to arrange appointments, if necessary.**





# Optimization Processing & Clean-up

Thursday, January 16, 2025-  
Friday, January 31, 2025



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## Start of Closed Scheduling

Monday, February 3, 2024

- Publication of the Schedule of Classes for department scheduler review
- Section Forms Open
  - Priority processing for cancels and adds
  - Change forms to be processed after resolution appointments

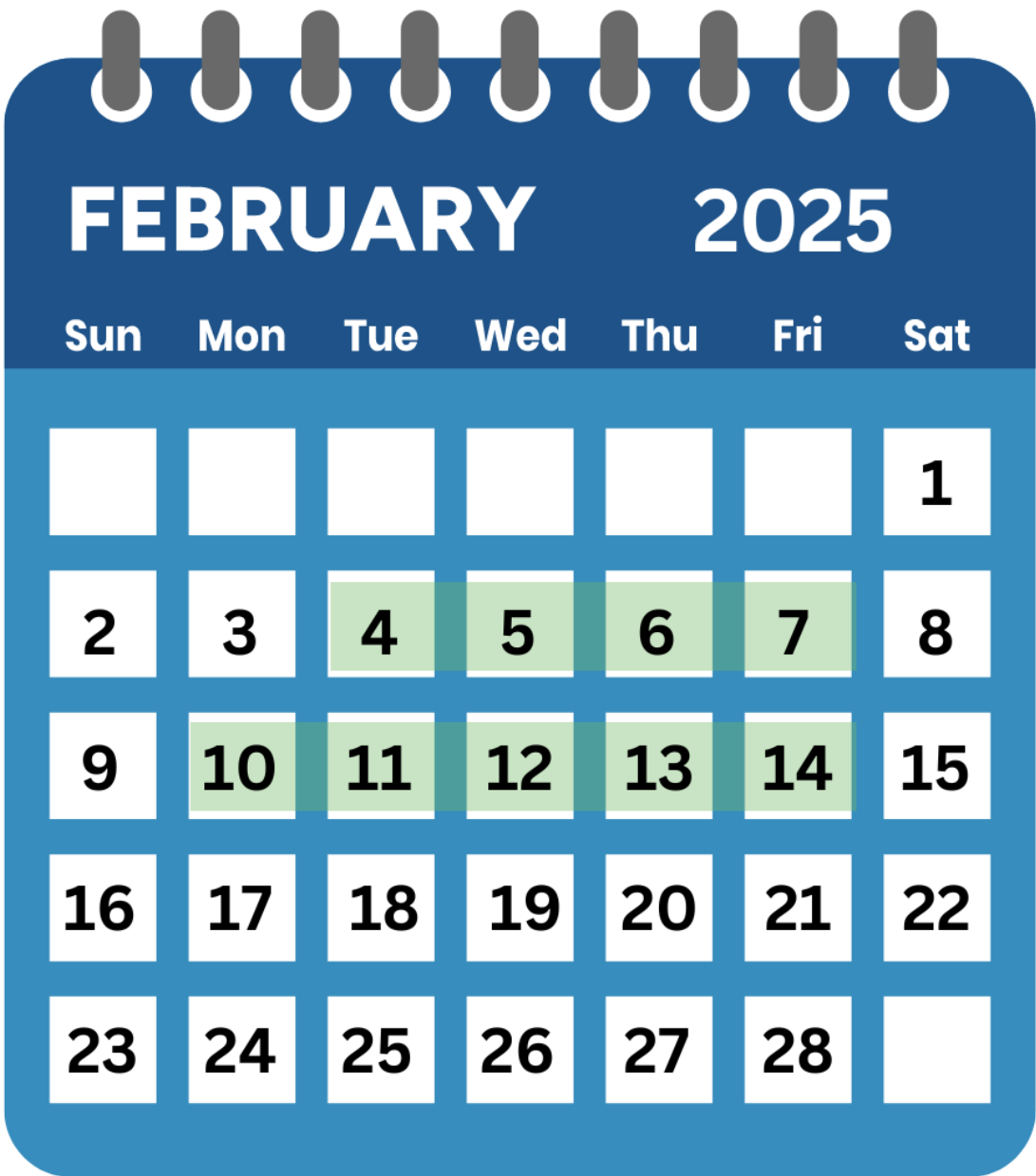


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# Resolution Weeks

Tuesday, February 4, 2025 —  
Friday, February 14, 2025



## 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







# Standard Meeting Pattern

## Standard Meeting Pattern Days

- Helpful in room assignment process and schedule-building process for students
  - Non-standard are more difficult to assign rooms based on limited room availability.
  - Non-standard meeting patterns prevent RCS from maximizing room use efficiently
- Multiple sections of a course are created, spread out meeting times
  - 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
- Verify Meeting Pattern time for common set-up issues:
  - 12am - 12am, 3:00am - 3:50am, 12am - 1 pm, or etc.
  - Non-Standard Prime Time Sections will not be optimized for FA25
    - MW 75 minute
    - Single day 50+ minute





# Variable Units Set-up

**Some courses are designed to have varied units rather than fixed units. If your department has a varied unit course, please remember:**

- **Course Catalog lists the approved range of units**
  - E.g., 1-3 units
- **Section-level units can be changed to a fixed amount for a single term or can vary by student**
  - Requested units must be within the approved unit range
  - Some variable unit class sections are left to the discretion of the student
    - Common with IND (thesis, capstone and dissertation)
- **Department schedulers do not have access to update units**
  - Please email [rcshelp@arizona.edu](mailto:rcshelp@arizona.edu) during open scheduling for support with adjusting variable unit class sections
- **Section units reset to variable units listed at the catalog during term roll**
  - Class sections using in a future term, this should be requested each term



# Waitlist Set-Up

**Maintain Schedule of Classes**

Basic Data Meetings **Enrollment Cntrl** Reserve Cap Notes LMS Data

Course ID 008828 Course Offering Nbr 1  
Academic Institution The University of Arizona  
Term Fall 2022 Undergrad  
Subject Area ASTR Astronomy  
Catalog Nbr 333 Astronomy and the Arts

**Enrollment Control** Find | View All First 1 of 1 Last

Session 1 Regular Academic Session Class Nbr 59062  
Class Section 001 Component Lecture Event ID 000186675  
Associated Class 1 Units 3.00

\*Class Status Active Cancel Class

Class Type Enrollment Enrollment Status Open

\*Add Consent No Special Consent Required Requested Room Capacity 51 Total  
\*Drop Consent No Special Consent Required Enrollment Capacity 51 49  
1st Auto Enroll Section Wait List Capacity 5 0  
2nd Auto Enroll Section Minimum Enrollment Nbr  
Resection to Section

☒ Auto Enroll from Wait List ☐ Cancel if Student Enrolled

Save Return to Search Notify

- In UAccess Schedule of Classes, navigate to **Maintain Schedule of Classes** tile > **Enrollment Cntrl** tab
- **Waitlist Capacity standard is 10% of class capacity or 10 students, whichever is lower.**
  - Departments may determine their Wait List Capacity or leave this field blank.
  - If combined, the Combined Wait List Capacity must match the section level capacity
- **Once class enrollment reaches the Enrollment Capacity, the class status will update to Closed and the wait list will be invoked.**
  - To ensure students are auto enrolled from the waitlist once seats become available, select the **Auto Enroll from Wait List** checkbox. The auto enroll from waitlist is an overnight process which selects the first student from the waitlist.





# How the Waitlist Functions

An automatic process runs overnight from the first day of priority registration until the day before classes start.

The process checks for open seats in classes with Wait Lists.

If a student is moved from the Wait List into the class, an automatic email is sent to inform the student.

If a student cannot be enrolled due to restrictions (e.g., time conflicts), the system sends an email explaining why.

The system then moves to the next student on the Wait List.



# 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



# 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. Or select this button to register:

**MANAGING THE SCHEDULE OF CLASSES TRAINING**



## Managing the Schedule of Classes

START COURSE

 Office of the Registrar

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





# Coming Soon: Reimagine Room & Course Scheduling

## 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

## Embedded Field Logic

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

## Creating efficiencies in class section set-up

Expanding the opening the scheduling window for class set-up changes that have



## 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 Still Need Testers!

Contact [rcshelp@arizona.edu](mailto:rcshelp@arizona.edu) if you want to help us test the new workflows.





## You Asked, We Answer!

1. When will the priority scheduling form open for Fall 2025?
2. When will section forms open for Fall 2025?
3. When will event requests open through Fall 2024 Final exams and into Spring 2025?



# Questions?



Office of the Registrar





# Office of the Registrar

Administration Building | Main Floor, Room 210

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Office hours: Monday – Friday, 8:30 a.m. – 4:30 p.m.

website: [registrar.arizona.edu](http://registrar.arizona.edu)