

Room & Course Scheduling (RCS)

PRIORITY SCHEDULING OVERVIEW

FORM: [Priority Scheduling Request](#)

DEADLINE: July 1 for Spring terms & December 1 for Fall terms

HOW TO SUBMIT THIS FORM?

To request priority scheduling, please have your Department's Scheduler complete the Priority Scheduling Request application. This form will require your Department Head's signature. Please e-mail the completed form to rcshelp@email.arizona.edu on or before the deadline. The application will be reviewed by the Priority Scheduling Committee (Beth Acree, Gail Burd, Suhina Deol and Jane Hunter). You will be notified whether your request is approved by August 1 for Spring terms and January 1 for Fall terms.

WHO CAN USE THIS FORM?

Any Department which meets one or more of the criteria below may use this form. If approved, priority scheduling ensures a specific Facility ID is assigned to a section before room optimization. This application is not a replacement for Open Scheduling, but a supplementary tool to the information supplied in the Schedule of Classes in UAccess.

- CRITERIA 1: Department has provided financial support for a centrally scheduled classroom(s) i.e. equipment or renovation.
- CRITERIA 2: Department has a class that needs to use equipment that is not available in any other centrally-scheduled classroom or equipment travel restrictions for back-to-back classes.
- CRITERIA 3: Department has an instructor with a disability or travel restrictions for back-to-back classes that needs to use a centrally scheduled classroom.
- CRITERIA 4: Department has an instructor who would like to teach in a Collaborative Learning Space at the same time and in the same room as the previous year.
- CRITERIA 5: Department has hybrid course(s) that would efficiently use a centrally scheduled classroom. Note: A hybrid class has an online meeting pattern and an in-person meeting pattern.