Fall 2008 Greenbars are now available on our website. Please follow the link for "Fall 2008 Greenbar/Excel Spreadsheets." There, you will also find a complete instruction packet. Even though instructions are provided on our website, we would strongly encourage that everyone attend Greenbar training. We have scheduled three separate days of training, for all levels of experience. Whether you are a beginner, or an old hat to the Greenbar process, you may attend any or all sessions. Please call our office to sign up or with any questions.

Some important things to keep in mind when submitting Greenbars: No hard copies will be accepted. Please submit them as attachments or on a floppy disk ONLY. If you have any questions or concerns regarding this process do not hesitate to contact us. Please remember that the deadline to submit Fall 2008 regular Greenbars is January 9th, 2008, and Tier One Greenbars is December 17th, 2007.

AS A FINAL NOTE: With the objective of making your Greenbar process as easy as possible, Instructor/Employee identification numbers will no longer be included on Greenbars. Because we have a years worth of EID information that will roll over from one like semester to the next, it will be easier for departments to change EIDs through the webRoster program. More information will be provided at the training sessions.

GREENBAR DUE DATES:
- 084 Tier One’s: December 17, 2007
- 084 Regular: January 9th, 2008

TRAINING SCHEDULE

<table>
<thead>
<tr>
<th>Level</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning</td>
<td>Tuesday November 13, 2007</td>
<td>ICL 119 3-5PM</td>
</tr>
<tr>
<td>Intermediate</td>
<td>Wednesday November 14, 2007</td>
<td>ILC 137 9-11am</td>
</tr>
<tr>
<td>Advanced</td>
<td>Monday November 15, 2007</td>
<td>EDUC 351 11-12:30pm</td>
</tr>
</tbody>
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RCS STAFF
Fernando Chavez—Assistant Registrar, Room and Course Scheduling
Richard Mathews—Office Automation Specialist, Sr.
Marilyn Nichols—Office Specialist, Sr.
Christina Klinger—Office Specialist, Sr.
Niki Carpenter—Office Specialist, Sr.
Staff Assistants: Keri Osamma, Erin Daly, Katie Bisgard, Estrella Guillen, Melissa Watkins, Mallory Yontz, Amber Hruska, Tiffany Schewda, Kara Higa, Danielle Rodriguez, Chris Ryan, Arlene Rodriguez, Mary Garcia

Phone: 621-3313 Fax: 626-9301 Email: rcschedule@listserv.arizona.edu
Online Forms: www.registrar.arizona.edu/rcs
There are some important points to remember when submitting Tier One forms, albeit adds, cancels, or changes. It is crucial that forms submitted contain the necessary information, such as both the lecture and discussion times (the correct times needed), as well as subtitle codes. It is also a good idea to keep in mind that, only approved department representatives, can make changes to their specific courses and sections.

Because Tier Ones are inclusive of many different departments, it is important that each individual department review their Tier Ones carefully. This can be done on the online schedule of classes. We hope that these reminders help make the Tier One submission process more efficient for both RCS and the departments we work with. These are some great reminders for fall semester as well, and we would ask that you keep them in mind as you are reviewing for 084.

Dates To Remember:
VETERAN’S DAY
November 12, 2007

RCS student worker Estrella Guillen, hails from right here in Tucson. She is a graduate of Pueblo High School, and a first semester freshman. She has worked for RCS since August of 2007. Estrella is a business management major, who chose the University of Arizona due it’s close proximity to family and friends. When asked what she likes most about working at RCS, Estrella said “the new and fun people, the interesting work, and the flexible work schedule.” In her spare time, Estrella likes to clean, take naps, and watch TV!

November comes and November goes, with the last red berries and the first white snows with night coming early, and dawn coming late, and ice in the bucket and frost by the gate. The fires burn and the kettles sing, and earth sinks to rest until next spring.

- Clyde Watson