

RCS CHRONICLES

NOVEMBER 2007

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GREENBAR DUE DATES:

- 084 Tier One's :
December 17, 2007
- 084 Regular:
January 9th 2008

GREENBAR TRAINING

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.

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

TRAINING SCHEDULE

Beginning:	Tuesday November 13, 2007	ICL 119 3-5PM
Intermediate	Wednesday November 14, 2007	ILC 137 9-11am
Advanced	Monday November 15, 2007	EDUC 351 11-12:30pm

TIER ONES—081 & 084

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. We appreciate everything the departments do to coordinate with RCS, and hope it will only continue to get better as time goes on!

Dates To Remember:

VETERAN'S DAY

November 12, 2007



MEET ESTRELLA GUILLEN

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 to its 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 Quote

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

Screen 131 Training

Friday November 16th at 10:00 a.m.

Please call RCS at 621-3313 to sign up!