

RCS CHRONICLES



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Greenbar Training Session Wrap-up

A big "THANK YOU" goes out to all the department representatives that attended the Greenbar Training Sessions. It was wonderful to see so many new faces, as well as so many familiar ones!

Please keep in mind that if the information in your Greenbars is not in the correct format, or if anything is missing, the database will just ignore the request. Therefore, it is very important to check the instruction sheet, or call RCS with any questions you have on formatting or filling in fields. Please don't forget that we are here to help you. We are more than happy to answer any questions you may have, or assist you in any way possible.

Important Things To Remember:

MAX ENROLLMENT and ROOM CAP fields:—Please do not enter a max enrollment, or room cap of 0 (zero), if you are requesting a centrally scheduled room, as this will cause your section's meeting time to revert to TBA.

OFFERING STATUS Field:—Only an "X" or "O" (not a zero) should be placed in this field. An "X" indicates the section will not be offered for this term. An "O" indicates the section will be held this term. If you leave the field blank, it will automatically make the assumption that the course is not offered for this term and revert to an "X."

BUILDING AND ROOM Fields:—Please do not enter partial information. We cannot accept TBA in the Building or Room field. Should you submit partial information, all information in these fields will be lost. This could result in you not being assigned your preferences.

CO-CONVENING Field:—Please be sure when co-convening that all sections meeting together have the same course section number in the field. See instruction packet for examples.

EMPLOYEE ID NUMBERS:—EIDs will not be included on the Greenbars. Any changes will need to be made through the WebRoster program.

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Helpful SIS Screens

Screen 105—List of all sections pertaining to a course ID

Screen 107—List of enrolled students in a section

Screen 108—List of students who have enrolled in/dropped the section (semester specific)

Screen 125—Shows how a course has been approved through curriculum

Screen 126—List of subtitle codes for a course ID (Tier One, UNRV, and CRL)

Screen 127—Statistical information for a course ID for past semesters

Screen 128—Shows the history of course

approval (screen 125)

Screen 129— Maintenance of a section (including if a section is P/F or Honors)

Screen 131—Where Department Representatives (who have had screen 131 training!) can have access to change fields such as max enrollment of exclusive courses, instructor name, and VRR

Screen 134—Meeting Pattern times for a section and all of its segments

Screen 150—List of all course sections in alphabetical order

Screen 152—Shows atypical semester dates and codes

Screen 131 Training

Thursday December 6, 2007
2:00-3:00 PM

Friday December 21, 2007
10:00-11:00 AM

Reminder:

Remember to submit SUBJ (subject) comment files with your department Greenbars. Tier One submissions DO NOT require a subject comment! All Tier One comments are submitted after section numbers have been assigned.

Thanksgiving Poem:

Turkey in the barnyard, what does he say?

Gobble, gobble, gobble, gobble, gobble all day.

Turkey on the table, what do I say?

Yummy, yummy, yummy, yummy, yummy all day.

Turkey in my tummy, what do I say?

I ate too much on Thanksgiving Day!

Finals

There are few important points we would like to address regarding finals. First of all, we'd like to remind everyone, that when scheduling events during final exams, finals and course related events take priority. Finals are scheduled in two hour blocks, and it is a good idea to keep this in mind when requesting times for your events. The final exam schedule is on the U of A website, and is a great reference tool. It can be found at www.registrar.arizona.edu/schedules/finals. We highly recommend utilizing this online resource—it is there to help you! We are now processing requests during final exams. If you have any questions, concerns, or comments, please feel free to

contact our office at 621-3313.



Winter Session



Winter Session begins December 17, 2007 and ends January 8, 2008. During that time there will be three centrally scheduled buildings available. They are the following:

M LNG

ILC

EDUC

Please keep this in mind when submitting any requests for winter session.

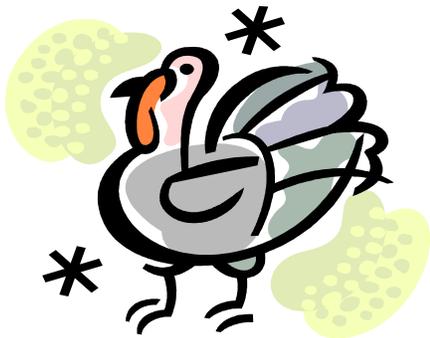
Student Spotlight

Melissa Watkins is one of the newest additions to RCS, having started as a student worker in August 2007. Melissa is a native of Tucson, and a freshman majoring in Criminal Justice— although that is subject to change, according to Melissa. Even though Melissa's family is only a few miles away from campus, Melissa has decided on dorm life and currently resides in Gila Hall.

She lives with a friend from high school, and is fully embracing the college experience. Melissa is the youngest of three children, preceded by an older brother and sister. When she is not working here at RCS or studying diligently, she enjoys exercising and curling up with a good book. Her favorite book is Kite Runner by Khaled Hosseini, and highly recommends it to any-

one looking for a enjoyable book to read!





Dates to Remember:

Thanksgiving
November 22, 2007

084 Tier One Greenbars Due
December 17, 2007

084 Regular Greenbars Due
January 9, 2007

Some Interesting Turkey Facts

- In 2006, the average American ate 16.9 pounds of turkey.
 - The average weight of a turkey purchased at Thanksgiving is 15 pounds.
 - The turkey was domesticated in Mexico and brought to Europe in the 16th century.
 - Turkeys lived almost ten million years ago.
 - Turkeys' heads change colors when they become excited.
 - Forty-five million turkeys are eaten each Thanksgiving.
 - Turkeys have heart attacks. The United States Air Force was doing test runs and breaking the sound barrier. Nearby turkeys dropped dead with heart attacks.
 - Turkey breeding has caused turkey breasts to grow so large that the turkeys fall over.
- www.urbannext.uiuc.edu/turkey/facts.html

RCS Message



**On behalf of the entire RCS staff,
we'd like to wish you a happy,
healthy, and safe Thanksgiving
holiday!!**