

RCS CHRONICLES

University of Arizona

December 2007

Volume 10 Issue 3

Winter Session Info.

In order to conserve energy, the University will be closing several buildings during the winter session. Therefore, there are some important things to keep in mind when scheduling courses and events during this time.

- Courses are limited to three buildings: M LNG, ILC, and EDUC. (The only exceptions are courses scheduled in departmentally controlled rooms.)
- Special Events are limited to M LNG and EDUC.
- No events will be scheduled when the University is closed on December 24 and 25, 2007 and January 1, 2008.

Standard Times for Winter Session:

Three Unit Courses:

MTWRF 9:00am–11:50am

MTWRF 1:00pm–3:50pm

Four Unit Courses:

MTWRF 8:00am–11:50am

MTWRF 1:00PM–4:50PM



The RCS Office will be closed from 12/24/2007 until 1/2/2008. Provided below are some contacts, should you have any questions during this time.

Office of Summer/Winter Session—626-8200

Audio Visual—621-3852

Custodial Services—621-7558

RCS STAFF:

Fernando Chavez—

Assistant Registrar, Courses
And 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 Osanna

Erin Daly

Katie Bisgard

Estrella Guillen

Melissa Watkins

Mallory Yontz

Amber Hruska

Tiffany Schewda

Kara Higa

Danielle Rodriguez

Arlene Rodriguez

Chris Ryan

Mary Garcia

Denielle Swartz

Dates to Remember

084 Tier One Greenbars Due—December 17, 2007

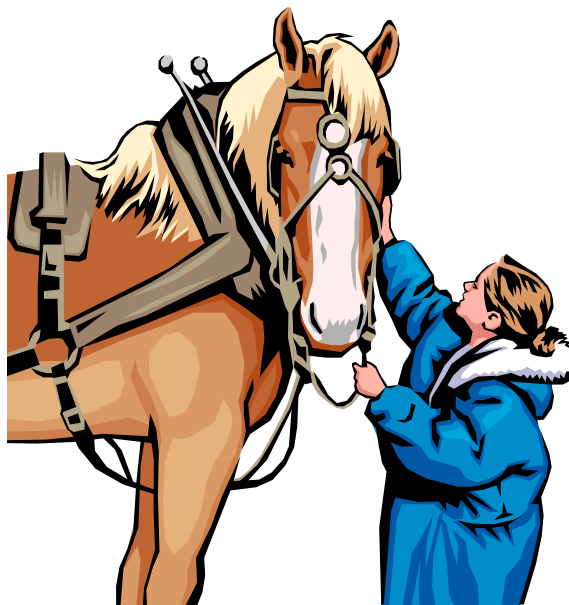
Christmas Day—December 25, 2007

084 Regular Greenbars Due—January 9, 2008

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Amber Hruska

Amber is a 19 year old freshman, majoring in Veterinary Sciences. This is not only her first semester at the U of A, but her first semester here at RCS. Amber spent most of her high school years attending Snowflake High School, but graduated from Desert Hills. She loves horses, owning three of her own, and has spent a number of years participating in horse shows. For two years running, Amber was the Navajo County Rodeo Queen. A title she held proudly. In her spare time Amber enjoys riding her horses, spending time with her mom, and hanging out with her friends. She is a member of the professional Agricultural Sorority, Sigma Alpha. Amber has been a great addition to the RCS student staff. She is conscientious, responsible, quick to learn things, and very helpful. She has a kind personality and a bright smile, making it a pleasure to have her around the office!



Screen 131 Training

Need Screen 131 Training, or a refresher course? Upcoming classes:

Thursday December 6, 2007 at 2:00 pm

Friday December 21, 2007 at 10:00 am

Call RCS at 621-3313 to sign up!

Returning RCS Phone Calls

We have had a number of phone calls lately saying "I'm returning your phone call." Unfortunately, we have approximately 20 staff and student workers who call you with questions. If you don't know the name of person who called, it can be quite difficult and time consuming to locate your memo in the call back box of the person who made the call. So, if it is at all possible, let us know who called you with the request for information. For our part—we will try and do a much better job of identifying ourselves clearly by name when calling departments with questions. We appreciate all that you, as department representatives do, to make our job easier, and it is the desire of the RCS office to do the same for you.

Greenbar Formatting Reminder

When you submit Greenbars for 084, please format the address correctly. When you save the file, the title should be in a format similar to the following examples:

LA_S_OFFR_084_01-04-08
MATH_OFFR_084_01-04-08

When submitting comment files, the format should be the same, just replace OFFR with COMM. For example:

ENGL_COMM_084_01-04-08

Comment files for Tier One courses follow the same format, but include two extra abbreviations. For example:

MAS_T1_INDV_COMM_084_01-04-08

Remember that the title should be in all capital letters and the date at the end should match the date the file was submitted.

Special Events for 081

We are beginning to receive numerous calls regarding scheduling of special events for Spring. As you submit your requests for Course and Department Special Events, consider the following:

- 1) Events requested on a weekday during the first two weeks of the term are not guaranteed placement in a centrally scheduled room. We must accommodate the inevitable movement of classes during that period, and must leave open classroom space to do so. You will receive confirmation if we are able to accommodate the event, but not before the spring term begins.
- 2) Events requested outside of the normal school hours (evenings and weekends) will be scheduled first, in the order that they were received.



Don't Forget...

Just a reminder to all department representatives to check the spring schedule for accuracy. Please take a moment to review the schedule of classes and ensure that your days and times are correct and that all of the information you want to appear on the schedule of classes is there. Please make sure and share this information with your faculty members, to make certain that everyone is on the same page before we break for the holidays!

