UNIVERSITY OF ARIZONA

RCS CHRONICLES

Phone: 621-3313   Fax: 626-9301   Email: rcschedule@listserv.arizona.edu

Online Forms: www.registrar.arizona.edu/rcs

Tier 1 Email: RCSTierone@listserv.arizona.edu

ROOM & COURSE SCHEDULING

Start of Spring Semester

With the holidays behind us it is now time to get back to work and continue planning for the start of spring semester. The beginning of every term brings a vast number of change requests to RCS as departments straighten out those last few kinks and details.

Requests are processed according to the date they were received and therefore it may take a couple of days before we are able to complete a particular request. Please permit a few days to pass to allow us time to process any changes, adds, etc. that you submit. In addition, please check SIS periodically to see if the change has been made before calling our office to check on its status.

In order to start the spring semester smoothly and reduce the number of last minute changes, we ask that you double check all room assignments, schedule information, number of honor sections, etc. and make necessary changes as soon as possible.

We appreciate your patience and understanding as we do our best to quickly process the numerous number of requests we receive.

Room and Course Scheduling Staff:

Fernando Chavez
Manager, Room and Course Scheduling

Marilyn Nichols
Office Specialist, Sr.

Christina Klinger
Office Specialist, Sr.

Richard Mathews
Office Automation Specialist, Sr.

Staff Assistants:
Rachelle Baker
Katie Bisgard
Pilaar Conteras
Erin Daly
Mary Garcia
Yvette Herrera
Kara Higa
Alex Koik-Cestone
Keri Ossanna
Rachel Prince
Arlene Rodriguez
Danielle Rodriguez
Denielle Swartz

Courses with Zero Enrollment

The beginning of each semester bears witness to an inevitable problem know as "Courses with Zero Enrollment." As the name implies, these pesky sections have no students enrolled but are still scheduled in a classroom. This is a great inconvenience to those instructors that are in need of the

room. We ask that the department representatives review such courses that might be candidates for cancellation to free the space not being used. If we work together it is possible to alleviate the symptoms "Courses with Zero Enrollment" create, such as lengthy waiting lists.

DATES TO REMEMBER:

January 12, 2006
Screen 131 Training from 10:00-11:00a.m.

January 12, 2006
Deadline for 074 Curriculum forms to arrive at the Curriculum office

January 16, 2007
Deadline for 074 Greenbars to be returned to RCS

January 16, 2007
Deadline for request for 074 Common Finals to be returned to RCS.

January 16, 2007
Deadline for request for 074 schedule of departmentally controlled space to be returned to RCS.

January 18, 2007
Screen 131 Training from 2:00-3:00p.m.

January 26, 2007
Deadline for 074 additions, deletions and changes to the Schedule of Classes. Additions, deletions and changes received after this date will not be reflected on the Schedule of Classes when it goes live.

SPECIAL EVENTS FOR SPRING 071

Calls are starting to come in regarding events for spring semester, with department representatives and instructors wondering when their requests will be scheduled. We have begun to schedule events that take place after 5pm or on weekends. However, given the high volume of requests that pour in at the start of every term as classes are added and shifted around, we at RCS have very strict guidelines for scheduling events that occur on weekdays during peak hours. This makes it incredibly unlikely that events requested during peak hours will be scheduled during the first two weeks of classes.

If you are planning an event to take place *within* the first two weeks, it is to your benefit to schedule it after 5pm, during the weekend, or in a departmentally controlled room. After the frantic mass of course related requests subsides (typically the first two weeks of classes) we will begin scheduling events taking place during peak hours.

SCREEN 131 TRAINING

Need Screen 131 training or a refresher? Upcoming classes:

Friday, January 12, 2007
10:00am—11:00am

Thursday, January 18, 2007
2:00pm—3:00pm

Call RCS at 621-3313 to sign up!
-You will need your SIS or MPL login

Friendly Reminder From Richard:

♦ When you submit greenbars for 074, please format the address correctly. So when you save the file, the title should be in a format similar to the following examples:

- LA_S_OFFR_074_01-04-07
- MATH_OFFR_074_01-05-07

♦ When submitting comment files, the format should be the same, just replace "OFFR" with "COMM."

- ENGL_COMM_074_01-04-07

♦ Comment files for tier one courses follows the same format, but includes two extra abbreviations.

- MAS_T1_INDV_COMM_074_01-05-07

*Remember: the title should be all capital letters and the date at the end should match the date the file is submitted.

INFORMATION REGARDING WEBROSTER

By Beth Acree

The Registrar's Office has been developing a new online application that will allow instructors to view their class roster, administratively drop students, and submit final grades. The new application is called Webroster. We are currently piloting this program in Winter Session and we will be introducing and using this system beginning in Spring 2007.

Webroster relies on each academic department to assign an instructor to each course. Instructor assignments are already being made in some other areas, such as TCE/TL and on screen 131 for the schedule of classes. However, this assignment is separate from those. It will be tied to the instructor's EID and will provide specific information for the purposes of grading. It's okay if the instructor assignments in TCE/TL, screen 131 and Webroster don't match. Each piece of information is used for something different.

There are two different places that instructor information for Webroster can be entered. There is a web-based program, similar to what is used for TCE/TL, that can be used to choose the correct instructor from a database and assign them to a class. This program is part of Webroster and we call it "Roster Assignment."

Roster Assignment allows you to enter or change an instructor assignment at anytime before or during the semester. All you need to know is the instructor's name and the department that they work for. When you make an assignment, you are giving the instructor access to see their class roster and to use the application to administratively drop students and eventually assign final grades.

The other place that can be used to enter instructor information for Webroster is through the Greenbar process. There are six new fields on the Greenbar that are tied to the information in Webroster. The six fields include Instructor of Record, and five Alternative Instructor fields. If you use these fields, you will need to know the instructor EID.

These new fields on the Greenbars will roll to the following year. So, once you've made assignments for a particular term, that information will remain with the course and you will only need to change it if the instructor has changed. You can make an instructor assignment on the Greenbar and then change it later using Webroster Instructor Assignment, and vice versa.

Many department representatives have already been trained to use the system and are entering their Spring '07 instructor names. To see a list of the departments and their contacts, go to http://reg210.web.arizona.edu/webgrades/trainedcontacts.htm . You'll need to use your UA net ID to login.

If you have not attended a Webroster demonstration, you are encouraged to join us at the next scheduled demos. Once you have attended a demo and we have received confirmation from your department head that you will be a department contact, you can begin making assignments. Once you have made assignments, your instructors can begin using Webroster for Spring 2007. The currently scheduled demonstrations are listed below:

- Thursday, January 4, 2-3pm, Student Union Ventana Room (4th floor)

- Friday, January 5, 9:30-10:30am, Student Union Ventana Room (4th floor)

Contact Janis Behm, jbehm@email.arizona.edu, to make a reservation. More demonstrations will be held throughout the Spring.

You're welcome to attend the demonstrations even if you will not be a Webroster contact for your department. If you need to be added to the list of contacts, have your department head send an email to Beth Acree, acree@email.arizona.edu, with a list of the subject areas that you should be assigned to. https://webroster.arizona.edu/

Meet Yvette

Meet Yvette Herrera. Yvette has been with RCS since August 2006 and says her favorite aspect about working at RCS are her fellow, friendly coworkers. Yvette is a Freshman majoring in psychology and is proud to be a first generation college student. She is also one of the lucky ones able to get into their first choice school, as she has always wanted to attend the UA. A Tucson native, Yvette enjoys spending time with her family outside of school and work.