



# RCS CHRONICLES

FEBRUARY 2007

VOLUME 8, ISSUE 2

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## Food & Drink in Classrooms

As all departments should know, food and drinks are not allowed in classrooms. This policy has been well advertised, with reminders posted right on classroom doors. Despite these efforts food and drinks can still be found in rooms. In the past, departments were given a reminder when food and drinks were found in classrooms. Unfortunately, this is not as affective as we would like, and therefore Room and Course Scheduling will begin working with Custodial Services in implementing a fee when food and drinks are brought into a classroom. The fees will be assessed according to room size. For large auditoriums, departments will be charged for at least two hours worth of custodial fees and for smaller classrooms, at least 1 - 1 1/2 hours of custodial fees will be charged. In addition, violating this policy could jeopardize future room scheduling privileges. Please remember that food and drinks, except water, are not to be brought into centrally scheduled classrooms under any circumstances.

### Room and Course Scheduling Staff:

*Fernando Chavez*  
**Manager, Room and Course Scheduling**

*Marilyn Nichols*  
**Office Specialist, Sr.**

*Rebecca Doell*  
**Office Specialist, Sr.**

*Christina Klinger*  
**Office Specialist, Sr.**

*Richard Mathews*  
**Office Automation Specialist, Sr.**

### Staff Assistants:

*Rachelle Baker*  
*Katie Bisgard*  
*Pilar Conteras*  
*Erin Daly*  
*Andres Galvan*  
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*Kara Higa*  
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*Rachel Prince*  
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*Danielle Rodriguez*  
*Chris Ryan*  
*Denielle Swartz*  
*Tanya Valladares*



## Over Enrollment

Risk Management policy dictates that the amount of people in a room cannot exceed that room's designated capacity. We ask all departments to please give special consideration to this policy and to do their part to prevent over enrollment in classrooms. By reviewing the capacity of the assigned room and monitoring the number of students enrolled departments can prevent over enrollment. If an instructor believes that the enrollment will exceed the room capacity, please submit an online change form as soon as possible so we can search for a room that will fit the number of students enrolled. In addition, exceeding the room capacity can result in a fine for both the University and the department.

**Did You Know...**

Dogs and cats, like people, are either right or left handed...or is it pawed?

www.indianchild.com



**Fall 2007 Greenbars**

The due date for 074 greenbars has come and gone and a great thanks goes out to all the departments that submitted their greenbar by the deadline. We are currently in the middle of processing them and the information you submitted will be posted on the schedule of classes when it goes live. If you missed the deadline and submitted the greenbars late, they will be flagged and not included in our initial room assignments. This does not mean they will not be scheduled, but the departments who submitted their greenbars on time will be scheduled before those who submitted them late and therefore have first choice of classrooms.

Any changes, adds, or cancel forms for fall 2007 that were submitted by January 26th will be reflected in the schedule of classes when it goes live. For those that were submitted after that date, they will be processed in the order they were received after the information is posted in the schedule of classes.

**DATES TO REMEMBER:**

**March 7, 2007**

Registration for summer 2007 classes begins

**March 10-18, 2007**

Spring Break

**March 16, 2007**

Screen 131 Training at 10:00am

**March 22, 2007**

Screen 131 Training at 2:00pm



**SCREEN 131 TRAINING**

Need Screen 131 training or a refresher? Upcoming classes:

**Friday, March 16 2007  
10:00am - 11:00am**

**Thursday, March 22 2007  
2:00pm - 3:00pm**

**Call RCS at 621-3313 to sign up!!**



**Meet Andres**

One of RCS's newest additions is Andres Galvan, a brave freshman working towards a double major in Aerospace and Mechanical engineering. This Las Cruces native came to the UA to be a wildcat and to support its great basketball team. He has worked at Room and Course for about one month and so far his favorite thing about working here at RCS is the people he gets to work with. But outside of work Andres considers himself a bit of a motor head and can take apart a car engine and put it back together again in a single weekend!

Questions? Comments? We welcome your feedback!  
Please contact us at 621-3313 or RCSChronicles@listserv.arizona.edu

