

# RCS CHRONICLES

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## GREENBARS

A big thank you to everyone for submitting your Tier One and Regular Greenbars. Please bear with us as we may contact you several times over the next few weeks to make corrections. If you submitted a Greenbar and did not receive email confirmation from Richard, please give us a call. Greenbars submitted late will not be included in the initial room assignments. Greenbars submitted on time will have the first choice of classrooms.

Tier One section numbers will be re-assigned shortly, and you will be notified by email when they are done. After the reassignment, you may submit any comments for Tier One courses with the appropriate section numbers.

## FALL 2007 EVENT REQUESTS

As of now, all requests for events that may impact the scheduling of courses in the Fall 2007 semester will be held as pending and processed once course placement is finalized. Event requests for weekends will be scheduled as they are submitted. Please keep in mind that courses have priority over events, and we can not guarantee the scheduling of events within the first two weeks of the semester. **A few other things to remember when scheduling events:**

- The ratio of attendees to room capacity must be 70%; use the UAAV Rooms on the Web to check capacities
- Food and drink are not allowed in Centrally Scheduled rooms
- Centrally Scheduled rooms cannot be used for Office Hours
- Only Staff, Faculty, or Grad Assistants can schedule course-related or department events, not students or student employees
- Events that charge a fee of any kind will be charged for the room

## RCS STAFF:

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

**Marilyn Nichols**  
Office Specialist, Sr.

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

**Christina Klinger**  
Office Specialist, Sr.

**Rebecca Doell**  
Office Specialist, Sr.

## Summer Staff Assistants:

**Gracie Contreras**

**Pilaar Contreras**

**Justin Demieville**

**Nikki Glavich**

**Kara Higa**

**Lizzy Quiroz**

**Danielle Rodriguez**

**Chris Ryan**

**Denielle Swartz**



# PASS/FAIL OPTION POLICY

The pass/fail option must be approved through the Form Link process before it can be designated on the Schedule of Classes.

## SCREEN 131 TRAINING:

Friday, July 13, 2007  
10-11:00am

Thursday, July 31, 2007  
2-3:00pm

Seating is limited.  
Call us at 621-3313 to sign up!



## DOORS LOCKED FOR EVENTS

On weekends, Security will unlock an outer door for the building where the event is scheduled. They are not responsible for opening the interior classroom doors.

It is required that the person(s) overseeing an event have a printed copy of the confirmation with them to show that they are authorized to use the space. They may not enter the room prior to the reserved start time, nor may they stay later than the reserved stop time. Reservations which require a cipher code to enter the room will be sent a second confirmation with the access code. Once the code is entered, pull straight back on the handle. The door handle will not turn and the lock does not remain open.

If equipment is needed for the event, arrangements must be made with UTC Equipment Services, 621-3852. Please contact that department for more information regarding accessing the equipment and scheduling a technician to be on hand.

In the case of technical difficulties, where the door is locked and the cipher code which has been provided does not work, then please call Security, 621-UAPD. They will only open a room if the attending party has their confirmation on hand to show that they are authorized to be in the room.

## NEW WEB FEATURES!

The UA **Building Manager List** is available on our website, [www.registrar.arizona.edu/rcs](http://www.registrar.arizona.edu/rcs), for your convenience. It is the last link under "Other Resources" at the bottom of the homepage. Building Managers should be contacted for planned use of outdoor/courtyard areas or hallways. The list is distributed by Facilities once a year, so the names are subject to change. Richard has also created an **RCS Chronicles Index**. This will hopefully make it easier to peruse previous editions of our newsletter for information you may have missed or would like to read again.

Questions? Comments? We welcome your feedback!

Please contact us at 621-3313 or  
[RCSEChronicles@listserv.arizona.edu](mailto:RCSEChronicles@listserv.arizona.edu)

# CONGRATULATIONS DANIELLE!



(AP Photo)

The same Danielle that calls regarding your course and event scheduling is also scoring runs and winning championships! Yes, that's RCS' Danielle Rodriguez in game two of the NCAA College World Series scoring the winning run in extra innings. As I'm sure you're all aware, the lady Wildcats went on to win the series for the second time in two years, making a grand total of eight championship titles!



## 074 TIER ONE CANCEL FORMS

When submitting cancel forms for 074 Tier One courses, please include in the "Additional Information" section at the end of the form:

- the total number of seats offered for the course section
- the total number of students currently enrolled, if any

This will be of great help to Anne Jones and the Associate Deans in the management of Tier One offerings.

## DATES TO REMEMBER:

June 28, 2007  
Deadline for Curriculum Forms

July 4, 2007  
Independence Day- no classes

July 9, 2007  
Deadline for 081 Adds, Cancels,  
or Changes before the schedule  
goes live  
Second Summer Session begins

## 073 and 074 PREPARATION

Summer Session II is just around the corner, and Fall 2007 is not far behind it. Please be sure to look over your Schedule of Classes, and let us know if any changes must be made. Double check that the days, times, honors status, etc. are correct. Now is also a good time for instructors to check out their room assignments, either in person or on the web at [www.uaav.web.arizona.edu](http://www.uaav.web.arizona.edu), making sure their rooms are appropriate for their courses. Once again, please let us know if any changes are necessary.

**Questions? Comments? We welcome your feedback!**

Please contact us at 621-3313 or  
[RCSSChronicles@listserv.arizona.edu](mailto:RCSSChronicles@listserv.arizona.edu)