RCS Chronicles

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.

Abigail Sorg—
Office Specialist, Sr.

Staff Assistants:

Jasmine Cheatham

Erin Daly

Gisell Espinoza

Mary Garcia

Estrella Guillen

Kara Higa

Amber Hruska

Arthea Hummingbird

Margeaux Krieger

Ashley Rigas

Arlene Rodriguez

Danielle Rodriguez

Chris Ryan

Denielle Swartz

Melissa Watkins

Summer Session Course Offerings

The Spring 2008 semester is drawing to an end, and Summer is following close on its heels! Now is the time for you to check your Summer I and Summer II course offerings on SIS and the Schedule of Classes to make sure everything appears correctly.

Please check that all of your sections have been added, and meeting times are accurate. It is also a good idea to have instructors check their assigned rooms to make sure they will meet the needs of the class. Instructors can use the UAAV "Rooms on the Web" site to check the equipment and layout of centrally scheduled rooms at http://cdb.uaav.arizona.edu/FrameSet1.htm. From that website, instructors can access information such as room capacity and equipment available, as well as view photos of the room from multiple angles. Remember, if a room needs to be changed, sooner is better than later!

Online Course & Event Request Forms

There has been some confusion lately as to when to use Course Request forms and when to use Event Request forms.

A good question to ask yourself if you are in doubt is, "do I want to affect the Schedule of Classes?" That is, do you want to change the official meeting time, location, instructor, or number of units of the course for the entire semester? If you do, you should use the NetID-protected Course Request forms.

If you don't want to affect the Schedule of Classes, an Event Request form is what you need. Even if you need to schedule a room for a special lecture for a course, or extra rooms for a midterm exam, you should still use an Event Request form rather than a Course Change form. Remember, by submitting the correct request form you ensure that your request is handled as efficiently as possible.
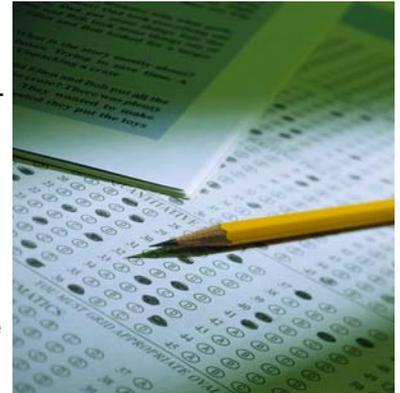
Rooms Scheduled for Final Exams

We have had some calls recently from instructors wondering where their final exams will be held, especially for courses with more than one meeting pattern. Unless arranged otherwise, finals for courses with multiple meeting patterns will be held in the room of the first segment, according to the time of the first segment.

For example, a course with a Monday/ Wednesday lecture in ILC 120, and several Friday discussion sections across campus, would meet together in ILC 120 for the final exam.

A detailed explanation of how to find the final exam time for your course can be found on page 2 of the March issue of the RCS Chronicles, which you can find at http://registrar.arizona.edu/rcs/chronicles/pdf_version/chronicle11.2.pdf.

Technology Locked During Final Exams

Equipment located in high-tech centrally scheduled classrooms will be kept locked during Final Exams. If an instructor requires the use of technology for their course's final exam, please contact UTC at 621-3852 to schedule the equipment to be unlocked. Flyers will be placed in each high-tech room on April 21 and 22, to remind instructors to contact UTC before finals begin. Instructors in low-tech rooms can also request equipment to be delivered for their finals by contacting UTC.

Screen 131 Training

Need training or a refresher course on SIS Screen 131?
Join us for one of our training sessions!

Thursday, April 24th at 2pm
Friday, May 2nd at 10am
Thursday, May 22nd at 2pm

Call RCS at 621-3313 to RSVP. All training sessions
are held in Modern Languages 347.#

Dates to Remember

Wednesday, May 7th: Last day of classes
Friday, May 9th: Final Exams begin
Friday, May 16th: Final Exams end
Saturday, May 17th: Spring Commencement

UNIVERSITY OF ARIZONA

Room and Course Scheduling
Modern Languages 347

Phone: 520-621-3313
Fax: 520-626-9301

rcschedule@listserv.arizona.edu

Reminder

Food and drink are not permitted in Centrally Scheduled Rooms. If you wish to hold an event with food and drink, please consider reserving a room with the Student Union or using a departmentally controlled room.

If you want to serve refreshments *outside* a Centrally Scheduled Room, in a hallway or courtyard nearby, you will need approval from the building manager. A list of building managers can be found on the RCS website at www.registrar.arizona.edu/rcs/.

If you are serving refreshments outside the room, please make sure that attendees are aware of the policy and do not bring food back into the room with them. If food is brought into the classroom, your department may be charged a custodial fee for clean-up. Thank you for doing your part to keep our classrooms clean!