



RCS Chronicles

Volume 12, Issue 2

June 2008

083 and 084 Semesters on the Way



Summer Session I has now begun, and it will be over before we know it. Because the Summer Sessions are so short, instructors and students need to make the most of the time they are given for class. This means that now is the best time for instructors to look at their room assignments for Summer Session II to make sure they will meet the needs of the class.

If an instructor needs to change classrooms, it is always best to do so before the term starts. Working out the details of room assignment before the term starts makes it possible for instructors and students to spend all of their

class time on course content.

With Summer in full swing, the Fall semester may seem far off, but there is much to do to get ready for the new year. Again, instructors should be checking out their room assignments and reporting any changes that need to be made before classes begin.

Now is also a good time for department representatives to look over your department's course offerings for the Fall semester. We are as thorough as we can be, but with the thousands of courses offered each semester, it is still possible for mistakes to be made. We depend on you to let us know if there is something amiss with one of your courses so there will be no surprises at the beginning of the semester.

New Online Instructions!



We recently revamped the Greenbar and Comments areas of our website. You can now read the instructions for both Greenbars and Comments online, rather than downloading large documents. The new online format should be much easier to navigate through, allowing you to link directly to the topics you want to review. Take a moment to browse through, especially if you are still working on your 091 Greenbars or need to submit Comments for any semester. You can find them at www.registrar.arizona.edu/rcs/.

Dates to Remember

Wednesday, June 18th: Department Greenbars due

Friday, July 4th: University Holiday: Independence Day— No classes

Thursday, July 10th: Last day of Summer Session I classes/final exams

Monday, July 14th: Summer Session II classes begin

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091 Greenbar Reminder

As you know, the deadline for Spring 2009 department greenbars is just around the corner—Wednesday, June 18. Many departments have already submitted their greenbars, but for those who haven't, there is still time!

Remember, the friendly staff at Room and Course Scheduling is here to help. If you have questions about how to fill out your greenbars, or just want us to go over them with you to check for mistakes, stop by our office at Modern Languages 347 or give us a call at 621-3313. You may also want to take a look at our Greenbar Instructions which are online at http://www.registrar.arizona.edu/rcs/greenbar_main/instructions/instructions_main.htm.

Dear Abbie

Dear Abbie,

I've heard that RCS only allows one person from each department to submit online forms for adding, changing and cancelling courses. Our department representative is on vacation for the next month, and we need to change some of our courses. Can we just email or call RCS with our requests until she returns?

-Helpless in Horticulture

Dear Helpless,

We actually don't limit the number of department

representatives allowed to submit online forms. If your department needs two or more people to have access to online forms, that's fine with us! In fact, it is wise to have more than one person with access to online forms, so your department can run smoothly when one of your representatives decides to go on vacation.

If you need to add another department representative, your department head simply needs to email RCS at rcschedule@listserv.arizona.edu to have us add them to our database. We need the following

information for each new representative: full name, title, phone number, email address, net ID, and the department (s) to which they need access.

Once we give a new department representative access to our online forms, they are automatically added to our mailing list so they can get important announcements and information from Room and Course Scheduling.

Happy Scheduling,

- *Abbie*

Do you have an RCS-related question? Chances are, if you have a question, someone else is wondering the same thing.

Email Abbie your questions and she will answer them in future editions of the RCS Chronicles. Please put "Dear Abbie" in the subject of your email to:

rcschedule@listserv.arizona.edu

SCREEN 131 TRAINING

NEED TRAINING OR A REFRESHER ON SIS SCREEN 131?

JOIN US FOR ONE OF THE FOLLOWING SESSIONS:

- FRIDAY, JUNE 13, 10-11 AM
- FRIDAY, JULY 11, 10-11 AM
- THURSDAY, JULY 17, 2-3 PM

ALL SESSIONS ARE HELD IN MODERN LANGUAGES 347.

CALL 621-3313 TO RSVP.

University of Arizona

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