



RCS Chronicles

Volume 12, Issue 3

August 2008

Reminders for Fall 2008

The Fall 2008 semester is almost upon us! Here are some things to be thinking about as you prepare for the start of term.

Events:

If your department is planning events for the Fall semester, please be advised that RCS cannot schedule events until we have made any necessary adjustments to the class schedule. Because of the normal fluctuation of room assignments for classes during the beginning of the semester, we will start scheduling daytime events two to three weeks after classes begin. If you submitted event requests already, we will be holding them until we can go ahead with event scheduling, then process them in the order they were received. Events on weekends or occurring after 6pm will be scheduled sooner, since there is less demand for classrooms at those times.

Courses:

Instructors should be looking over their room assignments, either in person or online using Rooms on the Web (<http://cdb.uaav.arizona.edu/RoomList.asp>). Remember to check that the room has the right technology for the course. If a room needs to be changed, it is better to do so before the semester starts and students are on their way to class.

If a course is very popular and the student demand exceeds the number of seats available in the room you are assigned to, please submit a change form so we can find a larger room. It is very important that class enrollments do not exceed the classroom's posted capacity— we want our students and instructors to be safe and comfortable during class!

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.

Summer Staff Assistants:

Katie Bisgard

Estrella Guillen

Kara Higa

Danielle Rodriguez

Denielle Swartz

Dates to Remember

- *Wednesday, August 13-* Summer Session II ends
- *Monday, August 25-* Fall semester begins

Inside this issue:

Reminders for 084	1
Dates to Remember	1
Dear Abbie: Tier One Seats	2
Screen 131 Training	2



Dear Abbie



Dear Abbie,

Why can't students register for my Tier One courses? I know that seats are available. What can I do?

--Professor with a half-full class

Dear Professor,

Don't worry! If your Tier One course is meant to have 40 seats but on SIS the max enrollment is set to 25, that means that the University's seat release program is doing its job. To be fair to students attending orientation late in the summer, we monitor the amount of Tier One seats and gradually make seats available for each freshman orientation session. If we didn't make use of this seat release program, there would be slim pickings left for the freshmen attending the final sessions of orientation. With the program, we are able to provide a full class schedule to each incoming freshman. Until the end of the last orientation session, Tier One seats will only be available to students registering during orientation; once orientation is over there will be time for continuing students to register for Tier One classes.

Have no fear- by the beginning of the Fall semester your Tier One classes will be full of students ready to learn!

--Abbie

Have a question about Room and Course Scheduling? Send it in and Abbie will answer your question in an upcoming issue of the RCS Chronicles.

Send your questions to rcschedule@listserv.arizona.edu with the subject "Dear Abbie."

Screen 131 Training

Need training or a refresher course on SIS screen 131?

Join us for one of the following training sessions:

Friday, August 8, 10 am

Thursday, August 14, 2 pm

All sessions are held in Modern Languages 347.

Call 621-3313 to RSVP.

University of Arizona

Room and Course Scheduling
Modern Languages 347

Phone: 520-621-3313

Fax: 520-626-9301

E-mail: rcschedule@listserv.arizona.edu