

RCS Chronicles



Fall Final Exams Schedule

It seems like the semester just started, and yet somehow, we're already getting ready for finals! Our office has been busy working on final exam requests and assigning rooms for common finals.

If we have contacted you regarding final exam room conflicts or with other questions regarding your department's use of rooms for the final exams week, please remember that responding in a timely manner will help

your department get the rooms scheduled that you need. If you know of classes that will not be using their room at the scheduled time, please send us an email with that information- that can help to free up space for other classes and events that do need rooms.

For instructors and students wishing to know the time and date of their final exam, that information can be found by clicking on "Final Exams" at

the top of the Schedule of Classes. As always, final exams are scheduled according to the meeting pattern of their first segment, unless scheduled otherwise by the department or as a common final.

For a more detailed explanation of how to navigate and interpret the final exam schedule, please take a look at the RCS Chronicles issue 11.2 from March 2008.

Fall 2009 Greenbars Available

The greenbars for the 094 semester are now available on the web! You can find them on our website, www.registrar.arizona.edu/rcs/, under "Greenbar/Excel Spreadsheets."

Please take the time to look at our online greenbar instructions- you can use them to easily navigate to any field to get quick answers to your questions. Whether you're filling out your greenbars for the first time, or you're a seasoned greenbar veteran, the online instructions are your key to success.

We also recommend that everyone filling out greenbars attend one or more of our training sessions next week- the trainings are a good chance to get your questions answered by the experts, and also to get advice from other department representatives.

Remember, you can always send your greenbars in early for us to double-check before your final submission!

Training Sessions:

Beginning:
Monday, Nov 10 @ 9 am

Intermediate:
Wednesday, Nov 12 @ 9 am

Advanced:
Friday, Nov 14 @ 1 pm

**Please RSVP at 621-3313
or
rcschedule@listserv.arizona.edu**

**All trainings will be held in
ILC 137**

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Have a question for Abbie? Send it in to our business email address and she can answer it in an issue of the RCS Chronicles. Simply put "Dear Abbie" as the subject.

If you have an RCS-related question, chances are someone else is wondering the same thing!

Screen 131 Trainings

Need training or a refresher course on SIS Screen 131?

Join us for one of the following training sessions:

Friday, Nov 7th- 10 am
Thursday, Nov 20th- 2 pm

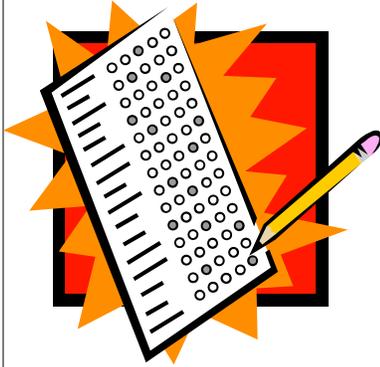
All sessions are held in Modern Languages 347.
Call 621-3313 to RSVP.

Dear Abbie- Teacher/Course Evaluations

Dear Abbie,

I'm trying to order teacher/course evaluations for my department's Fall courses, but some of them don't appear as options for ordering! What can I do?

- Need Credit for our Classes!



Dear Creditless,

The teacher/course evaluations are created based on a few key factors: instructor name, number of students enrolled, and meeting pattern. If the courses you're looking for did not have an instructor assigned on SIS, or at least five students enrolled, on the 21st day of classes, they will not appear when you go to order the evaluations.

When the evaluations are created, they are organized by the meeting pattern, with courses that meet together being combined in one packet. Thus, a 400 level course and 500 level course that co-convene would have their evaluations all listed together. If you need the evaluations of co-convening courses separated, you can request that they be "uncombined".

-Abbie

Ps- when you look at screen 134 in SIS, you can see how many units are assigned to each segment of any given section. If a segment is listed as having zero units, no credit will be given to your department/faculty for that meeting time. If you need to fix the distribution of units for a section, you can do so with an online Course Change Form.

Scheduling During Finals Week

Finals week is busy for everyone, both students and departments alike. As a service to yourselves and your students, please only schedule the most necessary of events during this week. For those events that you do schedule during finals, we have a block schedule that all events need to fit within. Events may be scheduled during the following blocks:

8 am - 10 am
11 am - 1 pm
2 pm - 4 pm
5 pm - 7 pm
8 pm - 10 pm

The hours between those blocks are held as passing periods for students to move between finals and other events, and cannot be scheduled for any events or exams.

Thursday, December 11th is set aside for study and preparation. According to University policy, on this date **no papers or projects can be scheduled to be due**, and **no finals can be administered**. Please encourage your faculty to schedule deadlines and finals with this policy in mind.

Room and Course Scheduling

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