

RCS Chronicles

University of Arizona

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OUT WITH THE OLD, IN WITH THE NEW: FALL 08 ENDS AND SPRING 09 BEGINS

Thanks to all the department representatives and professors that made Fall 2008 a successful semester!

Finals have begun and are running smoothly. To help keep it that way, remember to keep instructors apprised of the block schedule that gives everyone time to get from place to place in between exams, reviews and other events. In the unlikely event that a classroom is locked when instructors and students show up for their exam or other event, just give us a call here at 621-3313 and

we can send a technician out to open up the room.

With the end of one semester comes the beginning of two more in rapid succession, so please encourage your instructors to double check their class schedules and room assignments for Winter and Spring semesters. Remember, it is much easier to find a new room or fix an error in the Schedule of Classes before the first day of classes than it is to do so once classes have begun! Your diligence and hard work before the start of term will

result in a seemingly effortless transition when January 14th comes around.



FALL 2009 GREENBAR DEADLINES APPROACHING

For those of you submitting greenbars for Tier One (INDV, NATS or TRAD) courses, please remember to turn them in by this Wednesday, December 17th. As usual, please do not send comment files for Tier One courses until after section numbers have been assigned, so your comments don't end up on another department's courses. We will let you know when the information is "live" in SIS for you to check your

courses and submit Tier One comments.

The greenbar deadline for all other courses has been moved back so that you can have more time to work on courses after the winter closure. The regular greenbar deadline is now Monday, January 12th.

Please submit all greenbars to rcschedule@listserv.arizona.edu by the deadline in order to be included in the first round of

room scheduling. Any greenbars submitted after the deadline may have a harder time getting placed in centrally scheduled rooms for the 094 semester.

If you have any questions or need any assistance in filling out your greenbars, we are here to help! Just give us a call or drop by with your questions any day up to the deadline and we can help you out.

TECHNOLOGY IN ROOMS DURING FINALS

Please remember that during final exams, all technology in centrally scheduled rooms will remain locked unless a request is made to UTC. If an instructor needs the computer or VPU in their centrally scheduled classroom for a final or an exam review, you will need to contact UTC with that information in order to have someone unlock it.

If technology is needed in a low-tech room, some equipment may be brought in by UTC just like during the semester.

During this busy time of the semester, it is best to notify UTC as early as possible in order to ensure that they will be able to fit everyone in to their schedule and accommodate everyone's needs.

To contact UTC, call them at 621-3852 or fill out an equipment order form at <http://www.uaav.arizona.edu/>.



There are no more Screen 131 Trainings scheduled for December. If you need training on Screen 131, please check back after the winter closure for the training schedule for January.

WINTER AND SPRING EVENTS

We have already received many requests for special events during the Spring 09 semester from departments as well as off-campus organizations and clubs. In order to make sure we have rooms available for courses that need new rooms or courses that are added late to the Schedule of Classes, we will be scheduling events gradually over the coming weeks.

Requests for events occurring during winter session are being processed as they are received, and we hope to schedule everything happening during the first week or two of the spring semester before the winter closure. Once we have scheduled the events occurring earliest in the semester, we will be able to process requests for events happening on weekends through the rest of the semester.

We will be waiting to schedule the bulk of

special events until just before the beginning of the semester, and we will continue to schedule events through the rest of the semester.

We know that every event request is important, and we will work hard to take care of all requests in a timely manner. Thank you for your understanding and patience as we work on scheduling your Spring 09 events.



WINTER SESSION

Winter Session begins next week, and although faculty are busy with finals and grades right now, it is very important to think ahead. Because the Winter Session is so short, the impact of being scheduled into a room that doesn't fill the needs of the class for even a day or two can be detrimental to the success of the students in the course.

Please have your instructors

check their room assignments to make sure they will be adequate for the course so that any necessary changes can be made before the beginning of the term.

Room and Course Scheduling will be open for calls through Tuesday, December 23rd. If questions or issues with Winter Session courses arise during the University closure between

December 24th and January 5th, please contact Debbie Miller at the Summer and Winter Session office at 626-9066 or dmiller@email.arizona.edu.

UTC will be available at 621-3852 during Winter Session for classroom technology needs or locked rooms. Instructors may also call Security at 621-8273 if they encounter a locked classroom.