

RCS Chronicles

RCS Staff:

Fernando Chavez—
Assistant Registrar, Courses
and Scheduling

Richard Mathews—
Office Automation Specialist, Sr.

Abigail Sorg—
Office Specialist, Sr.

Staff Assistants :

Katie Bisgard

Korey Burns

Ivana Carreon

Erin Daly

Kayla Gantt

Mary Garcia

Estrella Guillen

Kara Higa

Amber Hruska

Elisa Meza

Arlene Rodriguez

Denielle Swartz

Shayna Walker

Mallory Yontz

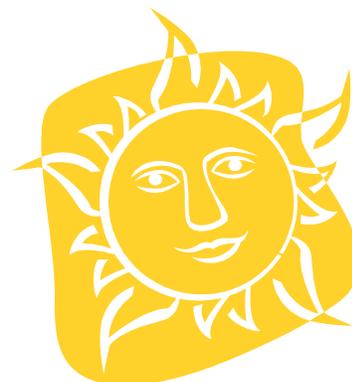
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Summer 2009 Live on the Web

The PreSession, Summer I and Summer II semesters for 2009 have gone live in SIS and are now visible to students on the Online Schedule of Classes. If you did not check your department’s offerings for discrepancies last week, please do so as soon as possible; if you find any changes that need to be made, please submit them to our office via the online course add, change and cancel forms.

Now is also a good time to encourage your instructors to check their room assignments for the 092 and 093 semesters so that any room changes can be made before the beginning of the semester. As you know, even one day without the right technology or classroom setup can be detrimental, especially during the short summer semesters. By making the effort to check their room assignments now, your instructors can ensure that their summer courses are as successful as possible.



Standard Meeting Times in Centrally Scheduled Classrooms

During recent semesters we have noticed an increase in departments requesting classrooms for courses with nonstandard meeting times. Although the department may choose to use a nonstandard meeting time in one of its own rooms, Room and Course Scheduling can only provide a centrally scheduled classroom for classes during peak time that follow the standard meeting pattern.

We use the Standard Meeting Times to make the best use of the limited number of classrooms we have, to be

able to fit as many courses as possible into any given day. Courses with nonstandard meeting times “break the pattern,” or in other words, they block other courses from being able to use otherwise free time.

Breaking the pattern is the scheduling equivalent of parking your car across two spaces in the parking garage—you may only be taking up one car’s worth of space, but no one else can use the empty space on either side of you. For example, a course meeting from 9:30-10:45 on Mon-

day and Wednesday mornings would block the time normally used for two classes (9:00-9:50 and 10:00-10:50).

Remember that while we may sometimes be able to schedule a nonstandard time *once we are sure that all other courses have rooms to meet in*, it is never a good idea to schedule a class with a nonstandard time if you do not have your own classroom for it to meet in. Courses with nonstandard meeting times cannot be guaranteed a Centrally Scheduled Classroom.



Do you have access to update SIS screen 131? If not, and you would like an easy way to change instructor names, max enrollments and more for your department's courses, come attend a screen 131 training session with us. We also welcome those who already have screen 131 access, but need a refresher.

Upcoming Sessions:

Thursday, February 19th at 2:00 pm
Wednesday, March 4th at 10:00 am

All training sessions are held in the RCS Office in Modern Languages 347. To sign up for a session, please call us at 621-3313.

University of Arizona

Modern Languages 347
Phone: 520-621-3313
Fax: 520-626-9301
E-mail: rcschedule@listserv.arizona.edu
Web: www.registrar.arizona.edu/rcs/

Scheduling Rooms for Clubs

In addition to scheduling courses and events for UA departments, Room and Course Scheduling also schedules rooms for the many clubs and student organizations on campus.

We are able to schedule rooms for clubs by working closely with ASUA; clubs recognized by ASUA are able to schedule rooms under the UA's insurance policy without charge to the clubs themselves. Because of the legal and logistical considerations regarding the process of scheduling rooms for student organizations, any club requests submitted through a UA department are subject to room fees.

If clubs or student organizations come to your department asking you to schedule rooms for them through our office, please encourage them to work directly with RCS and ASUA. This simplifies the process for everyone, reduces costs to your department, and ensures that all student organizations are treated fairly.

Dear Abbie

Dear Abbie,

In January I sent in a request for a room for my college's Convocation this May, but I still haven't received a confirmation email to let me know if the room has been scheduled for me. Did you lose my request? Should I send another? When will I know if I have the room?

-Planning Ahead

Dear Planning,

Don't worry, the request isn't lost- it is waiting patiently

with the other event requests for the final exams week. Because the classroom schedule for finals week is more complex than the usual classroom schedule, we process events for that time separately and in a slightly different way from other events, once we are sure that all classes are in their final homes for the semester.

We will begin scheduling rooms for Convocations and other large graduation-related events in mid-March, once

final exams and common finals are set. When we do begin processing these requests, as always we will process them in the order that we received them. Once your event is scheduled we will send you an email confirming your reservation.

If you are unsure if your request made it to us, or if you did not receive an automatic confirmation of your request submission, please give us a call and we can help you.

Abbie

Upcoming Dates and Deadlines



- March 14-22.....Spring Break- no courses held
- March 23-27.....Priority Registration for athletes and other designated groups
- March 28-April 3....Priority Registration for Seniors, Graduate and Medical students
- April 4-10.....Priority Registration for Juniors, honors students
- April 11-17.....Priority Registration for Sophomores
- April 18-24.....Priority Registration for Freshmen, unclassified students