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Fall 2009 Priority Registration Begins

UPDATES TO THE SCHEDULE OF CLASSES

Starting Monday, March 23rd, priority registration for the Fall 2009 semester has begun. The priority registration period is busy for all departments, and Room and Course Scheduling is no exception. If you have not done it yet, please review your department's course offerings for the Fall semester. Now that students are beginning to register for classes it is important to have as accurate information on the Schedule of Classes as possible. We understand that unexpected changes often need to be made, so please submit any add, change, or cancel requests as soon as you know of the need; this will give students as much time as possible to register for the classes they need.

During the priority registration period, Comments will be uploaded twice a week, on Tuesdays and Thursdays, in order to keep the Schedule of Classes up to date as students register for courses. For your Comments to be included in the upload they must be received by 1:00 pm on the day of the upload; all changes will be viewable on the website the next morning, after the system refreshes. Once the final week of priority registration has concluded on April 24th, we will return to the regular weekly upload for Comments on Thursday afternoons.

FALL 2009 TIER ONE COURSES

If your department is offering Tier One (INDV, NATS or TRAD) courses during the Fall semester, please remember that the enrollments of those courses are controlled by the Vice President for Instruction's Office. Throughout Priority Registration and New Student Orientation the Max Enrollments listed on SIS screen 134 will fluctuate from week to week, and even day to day, to control how many seats are taken by each group of students. To see what the actual number of seats for a particular section will be, please view the Target Enrollment field on SIS screen 131.

All add, change, and cancel requests for your Tier One sections automatically get sent to the Vice President for Instruction's Office for approval, so please be patient when waiting for these requests to be processed. Before Room and Course Scheduling can change a Tier One offering, we must be given approval, so Tier One requests may take a few days longer to process than requests for other courses.

PRIORITY REGISTRATION SCHEDULE

March 23 - March 27 Student Athletes
 March 28 - April 3..... Seniors, Medical and Graduate Students
 April 4 - April 10..... Juniors, Honors Students
 April 11 - April 17..... Sophomores
 April 18 - April 24..... Freshmen

INSIDE THIS ISSUE:

Fall 09 Priority Registration	1
Spring 09 Final Exams	2
Dear Abbie	2
Screen 131 Trainings	2

Coming Soon: Finals Week!

A note about events:

All event requests we receive for dates falling in the final exams week are scheduled using a different process than usual. If you need to call or email us regarding one of these events, please be sure to identify it as a "finals event." This will help us locate your request as quickly as possible.

With finals just around the corner, now is the time to review the final exam schedule with your faculty to ensure that students and instructors all end up in the right room at the right time. You can find the final exam schedule on the Registrar's website under the Registration Information tab, or go directly to <http://www.registrar.arizona.edu/schedule091/exams/091exams.htm>.

If your faculty have courses with nonstandard meeting patterns, please remind them to check the exceptions listed within the schedules for MWF/Daily and TR courses, as there may be a provision for their meeting pattern. If there is no provision listed, they should go by the generic times given on the schedule that best fits their meeting pattern.

The schedule for common finals is also included on the website. The room assignments for common finals were emailed to departments on Monday, March 23. If you were expecting room assignments and have not received them, please let us know. Now that room assignments have been made for the common finals, we are in the process of scheduling convocations and commencements, after which we will move on to any other requests we have received for May 8 through May 16.

Dear Abbie

Dear Abbie,

My department is the home department for a cross-listed course. I know I can change the instructor and the VRR Availability on screen 131, as long as I make sure to change all the cross-listings so they match the master course. Can I change the Enrollment Maximum using that same logic for cross-listed courses?

- Humble Master

Dear Master,

Nope. Unfortunately, there is a sneaky field on screen 129 that affects the enrollments for cross-listed courses. If that field isn't changed, your course may end up with too many students enrolled or with students being blocked from registering when it appears that seats are available.

Since department representatives do not have access to change this field, it is absolutely imperative that all enrollment

changes for cross-listed courses be made by our office. You can request an enrollment change using our online Course Change forms, or by emailing or calling us with your requests. Remember to let us know the current enrollment and the desired enrollment for each section, as well as which semester you are requesting for. And remember, if you're ever in doubt of what you can do to a course in SIS, just give us a call!

- Abbie

Have a question for Room and Course Scheduling? Email it to rcschedule@listserv.arizona.edu with the heading "Dear Abbie" to see the answer in an upcoming issue of the RCS Chronicles.

Screen 131 Training

Need training or a refresher on SIS screen 131? Join us at one of our upcoming training sessions !

Monday, March 30th at 10:00 am

Wednesday, April 15th at 1:00 pm



All sessions are held in the RCS Office in Modern Languages 347. If you are interested in attending a training session, your department head should send an email requesting training for you to rcschedule@listserv.arizona.edu. We will then contact you to schedule you for a session.