RCS Staff

Fernando Chavez—
    Assistant Registrar,
Courses and Scheduling

Abigail Sorg -
    Database Specialist
Michael (Jay) Hughes -
    Office Specialist, Sr.
Michael Marmon -
    Office Specialist, Sr.

Staff Assistants:

Katie Bisgard

Korey Burns

Sergio Canez

Ivana Carreon

Anthony Diaz

Cassandra Diaz De Leon

David Fernandez

Kayla Gantt

Mary Garcia

Estrella Guillen

Amber Hruska

Alex Koik-Cestone

Arlene Rodriguez

Denielle Swartz

Shayna Walker

RCS Chronicles

UNIVERSITY OF ARIZONA

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Spring 101 Begins

As you may have already noticed, Spring 101 has begun! We would like to thank each department for helping with yet another successful start. With the new year, the new term comes with several changes at Room and Course Scheduling, and we aim to roll out several helpful articles to address these changes and further assist you in all your scheduling needs.

Overview

The main change taking place is the switchover from SIS to UAccess Student. In this issue, we will briefly explain how these changes will affect you during the course of the semester, what you currently have access to for making changes and when you will have this access to update any term.

With the switchover comes a change in the term codes. Spring through both summer semesters in 2010 will still fall under the same system (i.e., 101, 102/103). However, after the March 22nd switchover to UAccess Student, they will be listed as 2101, 2102 and 2103. Fall 2010 marks the first semester to start the new system under UAccess Student, and will be noted as 2104 (2 for the millennium, 10 for 2010 and 4 for the 4th semester of the year). Throughout 2010, departments will create courses for the 2011 terms, which will follow that same pattern:

2010		2011	
Spring	= 101	Spring	= 2111
Summer 1	= 102	Summer	= 2112
Summer 2	= 103		
Fall	= 2104	Fall	= 2114
		Winter	= 2115

Starting in 2011, the Summer sessions will be combined into one semester, Summer 2112. In UAccess Student, departments will still be able to set up courses in pre-defined sessions, just as is currently done with Pre-session, Summer 1 and Summer 2 dates. The difference is that all classes will simply fall under the name of Summer 2112.

QUESTIONS?
FEEL FREE TO VISIT THE RCS WEBSITE

www.registrar.arizona.edu/rcs/

OR CONTACT US DIRECTLY
(SEE BELOW)

Timeline for SIS & UAccess Student

- **SPRING 101**:

    Spring 101 was created in SIS using the Greenbars. SIS will be used until the switchover to UAccess on March 22nd. Grading for Spring 101 will be completed using UAccess Student.

    You will have access in order to fill out the Spring 2111 term starting in mid-April until the first week of June, after which, departments will only have access to the following four fields, under UA Schedule of Classes Update (UAccess Student names will differ slightly):

SIS		UACCESS STUDENT
1.) Instructor	=	Instructor
2.) Max Enrollment	=	Enrollment Capacity
3.) VRR Availability	=	Add Consent Drop Consent
4.) Delivery Mode	=	Instruction Mode

    * To add, cancel or change something other than these four fields after the June deadline, send us a RCS Online request form.
    * We will send you notification once exact dates for creating the Spring 2111 term become available.

- MARCH 22nd:

    Switchover from SIS to UAccess Student, which then becomes the system of record. Spring and Summer semester information will be converted from SIS to UAccess Student. Departments will now always have access to the four fields listed above in UAccess Student (in UA Schedule of Classes Update), which is similar to SIS Screen 131.

- **SUMMER 102**:

    Greenbars for the Summer 102/103 terms were submitted last November. Registration, start of term, end of term and grading will all be completed with UAccess Student.

    For creating the Summer 2112 term, departments will be given access to UAccess Student from mid-August until mid-October, after which, departments will only have access to the UA Schedule of Classes Update in UAccess Student. To add, cancel or change something outside of these fields after the mid-October deadline, send us a RCS Online request form.

    * We will send you notification once exact dates for creating the Summer 2112 term become available.

- **FALL 104**:

    Goodbye, SIS: the switchover to UAccess Student will be complete. You have already entered department offerings into UAccess Student and RCS will be working on room assignments for them. Fall 2104 will be the first semester to function entirely in UAccess Student (from schedule creation to grading). We will notify you once room assignments are complete and reviewable in UAccess Student.

    You will have access to UAccess Student to fill out information for the Fall 2114 term from the end of October until January 5th. After this date, you will only have access to UA Schedule of Classes Update, and any other changes outside of those fields will require a RCS Online request form.

    * We will send you notification once exact dates for creating the Fall 2114 term become available.

UAccess Analytics (formerly UIS)

Question: How can I see a general overview of course information (a whole semester/ multiple semesters/combinations of various semesters at a time)?

Answer: UAccess Analytics!

UAccess Analytics is now available for use. Essentially, UAccess Analytics serves as a database copy of all the information stored in various fields. Similar to UIS, it is a tool for us to build our own reports, and some reports are already set up for use by academic departments (with more on the way). The Schedule Overview report will show your department's schedule of classes offerings in a format similar to the Greenbar, all in an easy to read format.

Workshops and training for how to build your own reports will be available, so please visit the UITS workshop page for details: http://uits.arizona.edu/workshops

Question: How can I access UAccess Analytics?

Answer: 1.) Simply go to www.uaccess.arizona.edu
            2.) Click on Analytics/Reporting to sign in

Once signed in, enter Catalog/Schedule, then Schedule Overview. Select which term you would like to view, and select a subject, as seen here:

Once selected, a screen will pop up. Simply choose which department you would like to view *from* the box on the right *to* the box on the left.

It is important to note that this will only compile a report; changes cannot be made to UAccess Student through the report. To make changes, either sign into UAccess Student and click on Maintain Schedule of Classes to make changes there, (which can only be done during the Open Scheduling periods, when departments are given access to UAccess Student) or submit Course Add, Change or Cancel forms through the RCS website. We will announce when the new forms are ready for use with UAccess Student and departments will be notified of these time periods and for which semester once they become available.

At the bottom of the report is an option to download what you have compiled.

Click Download and you will have several options to which UAccess Analytics can save, such as Excel, Powerpoint, etc.

New Online Forms

With the switch from SIS to UAccess, new Add, Change, Cancel and event request forms will be needed. We expect them to be ready and listed on the RCS website the first week of February and we will send a notification once they become available. When this occurs, you can find them under <u>Online Forms </u>at:

www.registrar.arizona.edu/rcs/

Meet Arlene

You might have spoken with her on the phone or seen her around campus, as Arlene Rodriguez has been with RCS for over 3 1/2 years. Having grown up in the Phoenix area, Arlene joined the U of A, currently a senior working towards a degree in Sociology and a minor in Spanish.

She enjoys reading, various kinds of music and dance. She's also a member of Black n Blue Hip Hop Crew, performing a variety of styles of hip hop dance at numerous venues and events for the U of A - be sure to check it out!

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