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RCS Chronicles

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Overview

It's hard to believe Spring semester has been underway for over a month. There have been many changes concerning the upcoming switchover from SIS to UAccess Student, and our goal is to make it as smooth as possible for you. In this issue we will address the Notes tab and Honors attributes in UAccess Student.

Dates and Deadlines

- March 8th Schedule of Classes and Course Catalog go live, available for departments and students
- March 13th - 21st Spring Break
- March 31st - April 4th Priority registration for athletes and other designated groups
- April 5th - 11th Priority registration for graduate, medicine, pharmacy, seniors and post-baccalaureate education certification students
- April 12th - 18th Priority registration for juniors and all honors students
- April 19th - 25th Priority registration for sophomores
- April 26th - May 2nd Priority registration for freshman and unclassified students



QUESTIONS?
FEEL FREE TO VISIT THE RCS WEBSITE

www.registrar.arizona.edu/rcs/

OR CONTACT US DIRECTLY
(SEE BELOW)

MODERN LANGUAGES 347

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[HTTP://RCS.REGISTRAR.ARIZONA.EDU](http://RCS.REGISTRAR.ARIZONA.EDU)

Online Forms

By now you have received an email regarding the new Online Course Forms. They are now up and available for use on the RCS website:

www.registrar.arizona.edu/rcs/forms/default.htm

As you will see, there are two sets of forms available: SIS Course Forms and UAccess Student Course Forms. Because SIS will still be in use until the late march changeover to UAccess Student, the forms can be used in the following instances:

SIS Course Forms: For any Course Add, Change or Cancel requests regarding Spring 2010 and Summer 2010 semesters ONLY.

UAccess Student Course Forms: For any Course Add, Change or Cancel requests regarding the Fall 2010 semester ONLY.

Please be mindful that this will change after the late march changeover from SIS to UAccess Student, after which, we will remove the SIS Course Forms and all requests will then be completed using the UAccess Student Course Forms.

Because the forms are new, if you happen to have any issues, please call or email to let us know so we can address them and get things running smoothly for you as soon as possible.

Comments/Notes and UAccess Student

In SIS you have used the Comments File Update Form to add information regarding class sections to the schedule of classes. In UAccess Student, the equivalent is the Notes tab, found in Schedule of Classes, under Maintain Schedule of Classes or Schedule New Course.

Notes is a plain text field, and only section-specific information (previously SECT and REGURL comments in SIS) can currently be used. Due to the way the schedule of classes appears in UAccess Student, COURSE, LEVEL and SUBJ-type comments will not be used. For any given course, the notes must be entered *for each individual section* to which the information applies.

Because Notes is a plain text field, whatever you type is exactly how it will appear. The same content rules apply to Notes that applied to Comments :

- No dollar amounts for fees
- No inclusion of anything that is or should be part of the course description
- No prerequisite information

The Notes field is available during the open scheduling period for each semester, when departmental schedulers have the opportunity to enter course information into UAccess Student. Once the open scheduling period ends, you will need to submit an RCS Online Change Form with the desired information to be entered in the Notes tab for each section.

There is a new field on the UAccess Student Course Add and Change Forms for Class Notes as well as the regular field for Additional Comments to RCS that you are used to.

Indicating “Honors” in UAccess Student

In UAccess Student, for any course in the Schedule of Classes, at the bottom of the Basic Data tab is the Class Attributes tab for the given section. When creating a New Course or viewing current courses in the Schedule of Classes section, you will find three Course Attribute Values connected to Honors Courses and sections. It will be especially helpful to know them when scheduling courses, as they serve very different functions:

- 1.) HCON: Honors Contract

This attribute comes from the Course Catalog, and is merely an indicator. If a student wanted to have an honors contract with the instructor for that course/section, then that option is available for them to receive honors credit.

However, it will not show up in a search for honors courses. It is *only* an indicator to the department that it could be offered to the student if desired.
- 2.) HSEC: Honors Section

Despite the name, HSEC will not make a section an honors section. Like HCON, it is only an indicator. If you see HSEC as a Course Attribute, it has come directly from the Course Catalog and only means if you choose to do so, one or more sections of the course *can* be scheduled as honors.

HSEC will not show up in a search for honors courses. It is only an indicator to the department that it could be offered.

Please note! If left as HSEC, it will *NOT* be scheduled as honors; this must be done by marking it as HCRS when scheduling (or through an RCS Online Form).
- 3.) HCRS: Honors Course

This is the only searchable attribute for Honors Courses in the Schedule of Classes. *Any and all sections offered as honors should have this attribute.*

“HCRS” might come directly from the Course Catalog for honors courses (ENGL 109H, for example) OR departments can designate a section of a regular course as Honors during the Open Course Scheduling period. Once that period has ended, changes can be made through submitting a UAccess Student Course Form, then marking the Honors Section box, and RCS will make the requested changes.

When RCS sees a section with the HCRS attribute, we will update the “Requirement Designation” so only students designated as honors students will be able to enroll.