

INSIDE THIS ISSUE:

Troubleshooting	1
Request Forms	2
Dates and Deadlines	2

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QUESTIONS?
FEEL FREE TO VISIT THE RCS WEBSITE

www.registrar.arizona.edu/rcs/

OR CONTACT US DIRECTLY
(SEE BELOW)

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Troubleshooting in UAccess Student

Since the March 22nd switchover from SIS to UAccess Student, there have been quite a few calls regarding class searches, as many have not been able to find courses in their search results. To increase the likelihood of a successful search, we have compiled a list of several important search fields that can easily be overlooked, but should be kept in mind for every search.

As you know, the Search for Classes screen can be found at www.schedule.arizona.edu then click on **Search for Classes** (or in UAccess Student, click on **Curriculum Management > Schedule of Classes > Class Search**). Several options must be kept in mind:

1. **Term:** Make sure you enter the correct semester for the course, otherwise it will not show up in the search results. For example, Fall 2010 courses will not show up if Spring 2010 is selected in the search bar.
2. **Course Career:** The Course Career must match the type of course you are searching. For example, you will not find ENGL 501 if you have the Course Career set as "Undergraduate". Leaving it blank will produce the most results with all Course Career types.
3. **Show Open Classes Only:** If your desired course has an Enrollment Cap of 0, you need to uncheck the **Show Open Classes Only** box. Failing to do so will skip over all courses with Enrollment Caps of 0, and they will not show up in the search.

Though easy to overlook, remembering these key criteria when conducting a search will maximize the likelihood of success in finding your desired classes. However, if these steps have been taken and you still cannot find a course, please contact us at RCS (See Contact Information below).

Request Forms

Also since the March 22nd switchover, there have been numerous change requests regarding sections. In order to help us assist you better, we have compiled a list of what departments are able to do independent of RCS, without submitting a request form.

In UAccess Student, after clicking on **Curriculum Management > Schedule of Classes > UA Schedule of Classes Update**, Departments can:

- Change **Instructor** for sections that are not combined
- Change **Enrollment Capacity** for sections that are not combined
- Change **Instructor Mode**
- Change whether students need departmental consent to enroll in a given section
- Edit **Reserve Capacity** if needed (though this should already be established by the time registration has begun)

Keeping these in mind as we all work with the new system, we hope to continue to provide useful tips that will make the process easier for you. For change requests outside of these criteria, feel free to submit the appropriate course-related forms found at:

<http://rcs.registrar.arizona.edu/RCSCourseForms2.0/>



Dates and Deadlines

- | | |
|--------------------------|---|
| • 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 |