

INSIDE THIS ISSUE:

Dates and Deadlines 1
Spring 2011 Scheduling 1-3
Combined Sections
Enrollment Capacities 4
Wait Lists 5

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:

Korey Burns
Sergio Canez
Ivana Carreon
Anthony Diaz
Cassandra Diaz De Leon
Kayla Gantt
Estrella Guillen
Amber Hruska
Alex Koik-Cestone
Denielle Swartz
Shayla Walker

RCS Chronicles

UNIVERSITY OF ARIZONA

VOL. 15, ISSUE 5

MAY 2010

Important Dates and Deadlines

May 14th to
June 27th

Open Scheduling Period. Department representatives will have open access to update schedules in **UAccess Student**. All changes should be made by June 27th. Further changes will need to be submitted by using the RCS Online Course Forms.

June 17th

Deadline for Tier One Greenbars to be submitted. For departments offering Tier One sections (INDV, NATS or TRAD), we will post Tier One Greenbars to fill out, which should then be submitted to rcsched-ule@listserv.arizona.edu for the Spring 2011 semester.

Important Information for Spring 2011 Scheduling

Posted below are instructions on how to update your Spring 2011 schedule of classes. There are separate sections for departments that chose to roll from Fall 2010 --> Spring 2011, and for departments that chose to roll from Spring 2010 --> Spring 2011. Please be sure to read the correct information based on how your department rolled.

• **From Fall 2010 to Spring 2011:**

Please check your cross-listed sections' combinations to make sure all the secondary courses are included. Depending on how similar your Fall and Spring semesters are, you may need to add sections to your Spring 2011 semester. Please keep in mind that when adding these sections, home departments are responsible for adding and combining any cross-listed sections. Any sections still listed in the Schedule of Classes once the Open Scheduling Period is over (June 27th) will be treated as active, scheduled classes. If your schedule rolled with sections of courses you don't intend to offer, please remove them by using the minus (-) button at the top right-hand corner of the **Basic Data** tab for each section.

QUESTIONS?
FEEL FREE TO VISIT THE RCS WEBSITE

www.registrar.arizona.edu/rcs/

OR CONTACT US DIRECTLY
(SEE BELOW)

- **Spring 2010 to Spring 2011:**

With this option there are some extra steps that first must be completed in order to set up your cross-listed courses. Please be careful when following the directions, as taking shortcuts or leaving out steps can result in your courses being listed incorrectly in the Schedule of Classes:

1.) In the UAccess Student Course Catalog (**Curriculum Management > Course Catalog > Course Catalog**). For a given course, click on the Catalog Data tab. The small box in the upper right-hand corner, "Course Offering" will display the home department as the first offering (e.g 1 of 4) and any secondary departments as the second, third, etc offering (e.g. 2 of 4). Be sure to take note of the "Course ID", the 6-digit number located at the top of the Catalog Data tab.

2.) Next, bring up the same course in the Schedule of Classes (**Curriculum Management > Schedule of Classes > Maintain Schedule of Classes**). Check the Course ID. If it does not match the Course ID from the Course Catalog, then delete any sections in the Schedule of Classes by using the Minus button (-). If this is the case, click on **Schedule New Course (Curriculum Management > Schedule of Classes > Schedule New Course)** and create your sections there. If the Course ID *does* match the Course ID in the Course Catalog, check the "Class Attributes" at the bottom of the Basic Data tab. If you see a row with "XLST" for Course Attribute and "PARENT" for Course Attribute Value, update the row to read "CE" and "CL", respectively. If the row already contains "CE" and "CL", do not make any changes.

3.) Update the Basic Data, Meetings, UA Facility Prefer., Enrollment Cntrl, Reserve Cap and Notes tabs as usual.

4.) Repeat Steps 2 and 3 for any secondary departments that exists. You will need to create each secondary from scratch by using **Schedule New Course (Curriculum Management > Schedule of Classes > Schedule New Course)**, as the Course IDs need to match the master course's Course ID.

Keep in mind that there should be one combination for each existing section number of a cross-listed course. For example, if you have a master course with three secondary courses and you need to schedule three different sections of the course, you will end up with three combinations (for sections 001, 002, 003). Each combination will include four class numbers (for the master, and each of the secondary class numbers).

Now your cross-listed classes have been all set up. The next step is to combine sections that meet together (for example, two sections of the same class meeting together, like an honors section meeting with a non-honors section, or an undergrad section meeting with a grad section of the same course title).

1.) First, ensure that both sections exist in the same semester, with the exact same information on the "Meetings" tab in "Maintain Schedule of Classes." This includes the days met, start time and end time, and instructor.

2.) Go to **Curriculum Management > Combined Sections > Combined Section Table**. Create a new row in the Combined Sections Table by clicking on the plus (+) button next to an existing row.

3.) Label the new row. The description for a cross-listed course should use the master course abbreviation, the code XLIST, and the section number, like this: PHIL260 XLIST 1. The short description for a cross-listed course should look like this: PHIL260_1. The description for a co-convened course should use both course numbers and the section number, for example: MUS420A/520A 1. The short description for a co-convened course should look like the following: MUS420A_1.

4.) Save, then click on the "View Combined Sections" link next to your new row. From here, choose the combination type (Cross Subject for cross-listed courses, Within Subject for courses with the same department prefix) and add each section to the combination using the search button and plus (+) button.

5.) Enter your enrollment information for the section. Keep in mind the following when managing enrollments:

Cross-listed Courses: Since these sections should be treated as one section with multiple names, *each section should be given an identical Enrollment Capacity in the Maintain Schedule of Classes pages. The section combination should be given that same Enrollment Capacity in the Combined Sections Table*. For example, if the instructor of PHIL 260 (cross-listed with CLAS 260) intends to teach a class of 30 students, the Enrollment Capacities for both the PHIL and CLAS sections need to be set at 30 and the Enrollment Capacity of the combined section also needs to be set at 30. Students will be able to enroll for either prefix, and once the total enrollment reaches 30, both sections will appear as closed.

Co-Convened Courses: In the event that you have two courses meeting together (for example, MIS 477 and MIS 577), you may wish to limit the enrollment of each course separately. *Each section can be given a separate Enrollment Capacity in the Maintain Schedule of Classes pages, while the total desired enrollment for the combination in the Combined Sections Table may be the total of the two sections' Enrollment Capacities*. For example, MIS 477 can be given an Enrollment Cap of 20, while MIS 577 can be given an Enrollment Cap of 10. The section combination, when given an Enrollment Cap of 30, will allow a total of 30 students into the combination, but only 10 of those students can be enrolled in MIS 577, and only 20 students can be enrolled in MIS 477. If you do not wish to limit the enrollment of each section, but only the total number of students, you may use the same method as outlined above for cross-listed courses.



Combined Sections Issue: Cross-Listings and Co-Convenings in the Same Combination

We have recently found that UAccess Student is unable to correctly deal with enrollments in sections that are both cross-listed and co-convened (for example, a 400-level cross-listed course meeting with a 500-level cross-listed course).

The issue arises during the creation of the Combined Section Table, where there is a single Total Enrollment Capacity. With combined courses, there could be a capacity of 10 students for the 400-level, and 15 for the 500-level, but the system does not differentiate between the two types of sections within the combination. This can result in the combined section having only 500-level students, only 400-level students or combinations of the two beyond the desired enrollment capacities.

The solution is to separate the combined sections when making the Combined Section Table so the appropriate number of students for cross-listed courses will remain intact. For example, we would create a combined section in the Combined Section Table for the 400-level course and its cross-listed courses, then create a separate combined section for the 500-level course and its cross-listed courses. This should be done for all combined sections that are both cross-listed and co-convened.

If you have any courses that are both cross-listed and co-convened, please email us so we can fix the problem as soon as possible for you in the Fall 2010 semester. Please note that when updating your Spring 2011 schedule of classes, you should ensure that your cross-listed and co-convened courses are combined in this way. If you have any questions, feel free to contact us at rcschedule@listserv.arizona.edu.

MODERN LANGUAGES 347

RCSCHEDULE@LISTSERV.ARIZONA.EDU

PHONE: 621-3313

FAX: 626-9301

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

All About Wait Lists

Lately there have been classes experiencing difficulties with students trying to register for courses with Wait Lists. In some cases, the Enrollment Capacity is not full but the class remains “Closed”, with students on the Wait List also unable to register. Below is some information on how to correctly create and manage your Wait Lists.

1.) Creating a Wait List

In UAccess Student, click on **Curriculum Management > Schedule of Classes > Maintain Schedule of Classes** or **UA Schedule of Classes Update**. Click on the **Enrollment Cntrl** tab, where you can enter the Wait List Capacity.

At the bottom of the box you will notice the “Auto Enroll from Wait List” box. Although the system will not automatically move students from the Wait List into the section, this box must be checked. Checking the box allows the class to remain closed when students drop, so departments can manually enroll students on the Wait List or give them specific permission (with an override for the closed course). If you do not check the box, after someone drops, the section will re-open, making the seat available to anyone who happens upon it. For Combined Sections, the combination will need to have a *total* Wait List Capacity.

2.) Managing Wait Lists

If a class fills up and students are then placed on the Wait List, but a student later decides to drop, the class will remain “Closed” until the Wait List is emptied.

As mentioned before, because the “Auto-Enroll” option currently will not automatically enroll, departments must manually manage their own Wait Lists, using one of two options:

A.) The department can enroll the student directly

B.) The department can give students a specific permission, that they can then use to enroll themselves in the course. This can be done by logging into UAccess Student, then **Records & Enrollment > Term Processing > Class Permissions > Class Permissions**. Click on the **Permission to Add** tab, and add the student’s ID number. After this, you will need to notify the student of the permission and that they can now enroll in the course if they choose to do so.

For combined sections, departments should also determine how to handle students on Wait Lists for each section (e.g., will the first person added to the Wait List of all the combined sections be allowed to register first, or will each section be handled separately?). It is important to keep track of who was added and when, for how to manage them is up to the department.

Please remember that once a section is closed and students are on the Wait List, the class *will not* open again until the Wait List is *empty*. We will notify you if we see any of your courses with available seats marked as Closed for this reason, but departments are ultimately responsible for creating and managing their own Wait Lists.

Further information on Wait Lists can be found on the RCS website at:

<http://rcs.registrar.arizona.edu/november09/waitlist>