

RCS Chronicles

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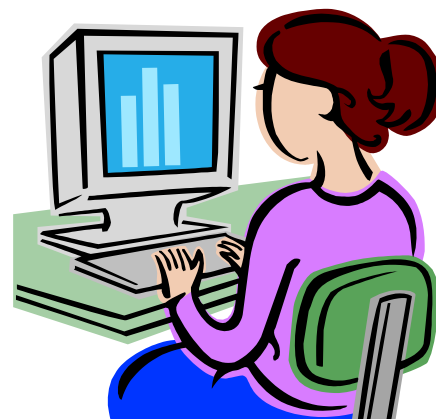
Shayna Walker

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Spring 2012 Open Access

Open access to the Spring 2012 Schedule of Classes is soon coming to a close. The deadline for the open access period is June 19, 2011. During this open access period, departments should verify the information that rolled from Spring 2011, make any necessary corrections to that existing information, add any sections not currently listed that are planned to be offered, and remove sections that will not be offered in Spring 2012. Any Tier One course sections your department plans on offering in Spring 2012 will need to be created using the "Schedule New Course" function found in the Schedule of Classes under Curriculum Management. **Please also keep in mind that you are responsible for any secondary courses your department is the home department for.** After June 19, 2011, Department Representatives' open access to the schedule of classes will be closed, and you will need to use the RCS Online UAccess Student Course Forms to make changes to the schedule of classes. Common Final Exam requests for the Spring 2012 semester will be due by 5pm on Friday, June 17, 2011.

RCS will be holding open lab sessions during the week of June 13 - 17, for department representatives to have a chance to work on their Spring 2012 schedules with the assistance of an RCS expert. Open Lab sessions will be held from 2:00pm - 5:00pm Monday through Friday. An RSVP is not necessary, but is appreciated so we know how many RCS staff are needed.



Fully Online Sections

Online course sections can sometimes be tricky to understand. For a course that is offered online, UAccess allows for one of two options to be selected in order to accurately describe the instruction mode of the course. The first option, "Fully Online" (FO) indicates that a course section meets exclusively online, and not in person. The second option, "Hybrid" (HY) indicates that a course section meets both in-person and online.

For students enrolled in a "Hybrid" course section, it is usually clear where the student needs to go to attend class because a course section specifying the "Hybrid" option is allowed to indicate a meeting pattern to inform the students of where and when this course section will meet in person. If a meet-

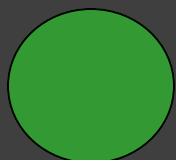
ing pattern is listed it must include all of the following information; time, days, and room.

For "Fully Online" sections, a new room has been created in UAccess in order to help students know where to go for class. The facility id "999-ONLINE" will appear to students as room "Online." This facility id will be assigned to **ALL** "Fully Online" course sections, regardless of whether or not there is a specific time or day listed. In most instances, the time and day will be left TBA. However, if there is a specific time when all the students and the professor of the online section will need to meet online at the same time, departments can now designate this information on the Schedule of Classes.



Open With Requirements

Class Search Symbols



Open



Closed



Wait List

Introducing the RED STAR:

All you need to know about Requirement Groups

The Schedule of Classes Class Search has a new symbol: the Red Star. In the legend of symbols in the Class Search the Red Star is defined as “open with requirements.” Like the Green Dot, the Red Star indicates that a section still has seats available for students to register for. Unlike the Green Dot, the Red Star provides a caution for the students: just because there are seats available in the section, does not mean the student will necessarily be able to register for that section. Besides indicating that a section still has seats available, the Red Star also indicates that there is a Requirement Group attached to the section. In order for a student to register for the section, they need to meet the requirements enforced by the Requirement Group attached to that section. If the student meets the requirements, they will be able to register for the section; if they do not meet the requirements, they will receive notification that they cannot register for that section. As soon as all of the seats in a section are taken, like the Green Dot, the Red Star will change to the Blue Square indicating the section is closed because there are no more seats available.

Example: One common occurrence of the Red Star is on Tier One sections. Throughout priority registration and freshman orientation sessions, Room & Course Scheduling works in conjunction with the Office of the Provost to carefully release seats for Tier One Courses. This careful seat release ensures that by the time the final orientation session occurs in August, there will be enough Tier One seats available for incoming students to register for a full schedule. Because of this seat release a Requirement Group is attached to Tier One sections, limiting those sections to orientation students. The Red Star appears on Tier One course sections if there are seats available. However, unless a student meets the criteria specified by the Requirement Group, that student will not be able to register for that particular section. Once the enrollment capacity has been met, and the class is enrolled to capacity, the Red Star is replaced by the Blue Square indicating the section is now closed to further enrollment.

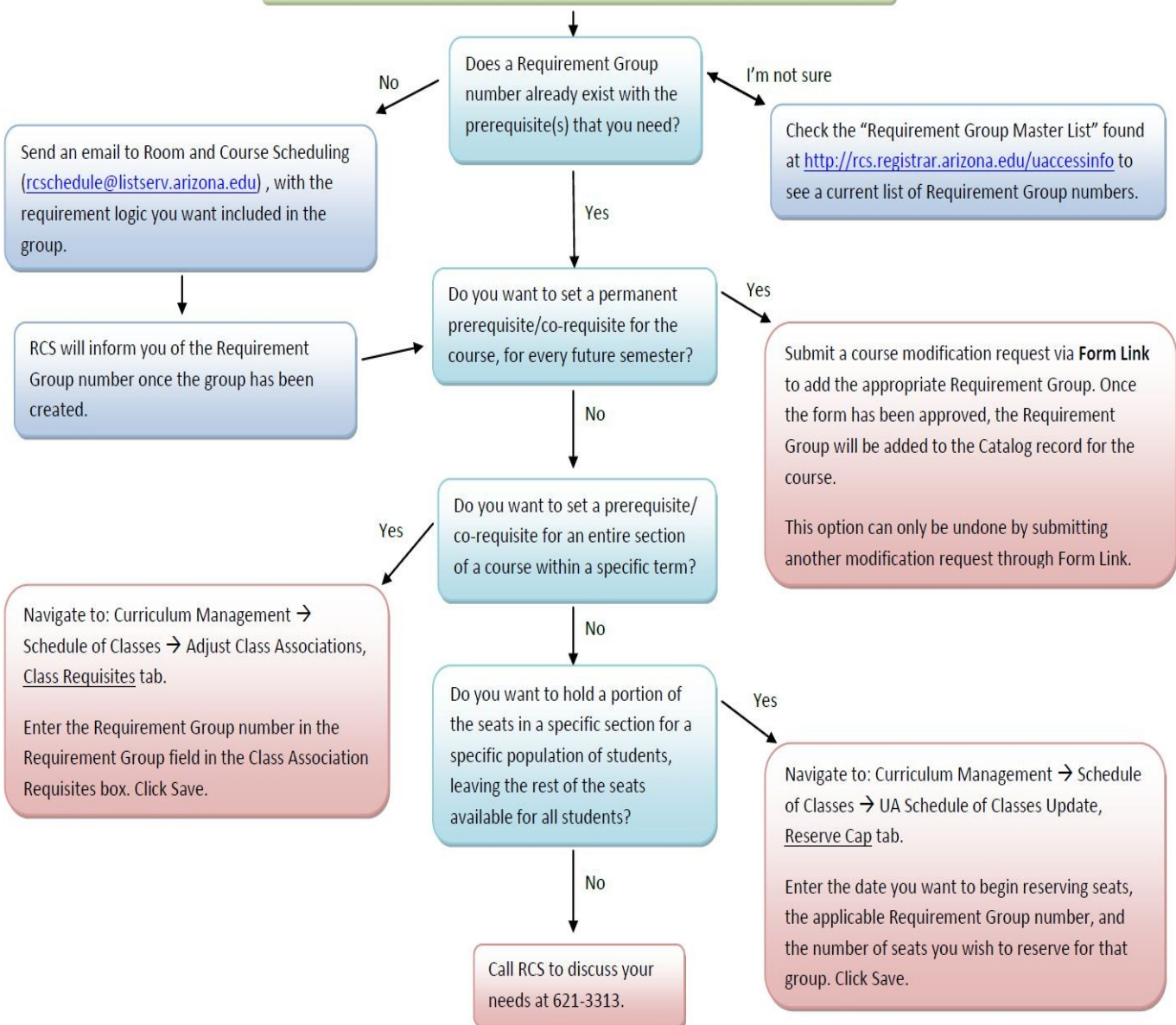
So what exactly are the Requirement Groups indicated by the Red Star? A Requirement Group is a bit of code that you use to specify conditions for enrollment. These conditions can apply to an entire course in the catalog, a section in the schedule of classes, or to a portion of seats within a section in the schedule of classes. When a Requirement Group is applied at one of those levels, students will be unable to enroll within that level if they do not fulfill the conditions specified by the Requirement Group. The Red Star will appear on any open section that has a Requirement Group associated with it, regardless of whether the Requirement Group is attached to the course catalog, the entire section, or only part of a section in the schedule of classes.

A flow chart on page 3 outlines how to go about establishing a Requirement Group, how to attach a Requirement Group and explains how to determine the level at which the Requirement Group should be attached. This flow chart as well as other helpful information about Requirement Groups can be found on the RCS website: <http://rcs.registrar.arizona.edu/default.htm>, then follow the link to “Information for UAccess Student”.

Did You Know...

Building #33, previously known as the Family and Consumer Sciences Building (FCS), now has a new name: **Saguaro Hall (SAGHA)**

I want to control who enrolls for my courses- how do I do that?



Form Link vs. RCS Course Forms

The course catalog contains active and historical information about courses and how they are approved to be offered. The schedule of classes contains information about what sections of courses are scheduled to be offered during a particular semester.

Form Link is used to make modifications to the way courses are approved at the course catalog level. RCS Course forms are used to add, cancel and make changes to the information about sections scheduled within a particular semester.

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