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Welcome Back, Looking Ahead: Spring 2012 Final Exams

Welcome back from Winter Break, and welcome to the start of a new year and a new semester! As the Spring 2012 semester begins, now is a great time to discuss with faculty the timing of their final exams as this information is often included in course syllabi.

The final exam schedule for the Spring 2012 semester can be found online at <http://registrar.arizona.edu/schedule121/exams/121exams.htm>.

Final exams are scheduled based on the meeting pattern of the enrollment component of the section. For a section with multiple components (Lecture, Lab, Discussion) to determine the enrollment component, navigate to Curriculum Management —> Schedule of Classes —> UA Schedule of Classes Update —> Basic Data Tab. On the basic data tab, look for the field that says “Class Type”. The section that has the Class Type of **Enrollment** is the section that will be used to determine the final exam time.

For example: ARC 223 has a section 001 and a section 001A. Section 001 is a Lecture component with a Class Type of Enrollment. Section 001A is a Lab component with a Class Type of Non-Enrollment. Since the Final Exam time is based on the **Enrollment** class type, we will look at the meeting pattern for section 001 to determine the Final Exam time.

ARC 223 section 001 has a meeting pattern of Tuesdays/Thursdays from 9:30am—10:45am in Architecture room 103. To determine the final exam time, look at the final exam schedule for classes scheduled Tuesday and Thursday, and look at the 9:00am time. This means that the final exam for ARC 223 will take place on Tuesday, 5/8/12 from 8:00am—10:00am. The final exam will take place in the regularly scheduled classroom of Architecture room 103.

Fall 2012

Last weekend concluded the open access period for Department Representatives for the Fall 2012 semester. Any updates, corrections or changes that need to be made must now be made using the RCS Online Course Forms.

Spring 2012

As this semester begins, time is of the essence. If instructors encounter rooms that are locked, first advise them to pull straight out on the handle. Rooms with cipher locks will not allow the handle to turn, but when pulled straight out, the door will open. If the door still doesn't open, please call us immediately at 621-3313 and we will send a technician to unlock the room.

If instructors request room changes, please submit those to our office via the RCS Online Course Change Forms. We will process those requests as quickly as we can in the order they are received.

If a room needs additional chairs to meet the posted room capacity, please notify us as soon as possible by e-mail or by phone.

New Deadlines for Course Additions, Deletions and Modifications

Beginning with requests for the Fall 2012 term, new deadlines for receipt of fully approved Form Link course forms requesting new courses, modifications, or inactivation of courses will be implemented and enforced. The schedule is included here and will also be posted on the following websites:

Curriculum & Course Approval Services website under
Form Link, Course & Special Course Fee Approval Process Index
<http://registrar.arizona.edu/curriculum/formlink/formlink.htm>

Room & Course Scheduling website under
Other Resources
<http://rcs.registrar.arizona.edu/>

University of Arizona

Room & Course Scheduling
Modern Languages 347
Phone: (520) 621-3313
Fax: (520) 626-9301

E-mail: rcshedule@listserv.arizona.edu

Website: <http://rcs.registrar.arizona.edu>

		Fall Semester	Spring Semester	Summer Semester
Additions	Includes addition of new courses, subtitles, secondary courses (crosslists), co-convene courses.	Feb. 15th	Sept. 15th	Feb. 15th
	**If the new course is to have a special fee of \$100 or less, the deadline for completion of the approval route process is:	Nov. 1st	May 1st	Nov. 1st
	**If the new course is to have a special fee of greater than \$100, the deadline for completion of the approval route process is:	Sept. 15th	Sept. 15th	Sept. 15th
Modifications	Add Pass/Fail option (NOT Pass/Fail only grade type)	One week prior to Schedule of Classes Go-Live date.		
	Change term offered (Important information impacting UAccess Degree Tracker program)			
	Correct typographical errors			
	Add or delete multiple offering	Feb. 1st	Sept. 1st	Feb. 1st
	Change multiple offering home	Feb. 1st	Sept. 1st	Feb. 1st
	Addition or change of course component	Feb. 1st	Sept. 1st	Feb. 1st
	Edit or create new Enrollment Requirement Groups	Feb. 1st	Sept. 1st	Feb. 1st
	Allow multiple enrollments in a single term	Feb. 15th	Sept. 15th	Feb. 15th
	Apply an existing Enrollment Requirement Group to courses at the course catalog level	Feb. 15th	Sept. 15th	Feb. 15th
	Decrease or Increase variable units courses where per-	Feb. 15th	Sept. 15th	Feb. 15th
	ES/ED (designations for engineering units)	Feb. 15th	Sept. 15th	Feb. 15th
	Title, subtitle and course description (Cosmetic changes, updating language, but not changing meaning/content)	Feb. 15th	Sept. 15th	Feb. 15th
	Addition or change repeatability	Feb. 15th	Sept. 15th	Feb. 15th
Deletions	Reviewed on an individual basis for applicable effective term of deletion			