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University of Arizona
RCS Chronicles

A Fond Farewell to Form Link

For the last 15 years Form Link has served as the platform for requesting and editing information in the Course Catalog. Those long years of service are quickly coming to an end. As of May 8th, the new UAccess Course and Special Fee Management Application is now available for use in submitting or editing course information. Course Initiators will need to complete an assessment in order to gain access and begin using the application. Course Approvers and Reviewers are highly recommended to view the online training tutorials. Instructions for the assessment and links to the training tutorials can be found by navigating to http://uits.arizona.edu/workshops/ and clicking on the link to "Course and Fee Management". After you obtain access to the application, you may, if you choose, attend discussion sessions with the experts from Course Approval Services. Registration is required if you plan to attend these discussions. Open lab sessions will be held as needed beginning in late June to assist with entering information into the new UAccess Course and Special Fee Management Application.

Until May 20th, new course requests can be initiated using either Form Link or the new UAccess Course Management and Fee Application. Beginning May 21st, no new requests may be initiated using Form Link, but it will still be available to finish routing any pending requests until Friday, June 1st at 5pm.

In the coming days an email will be sent alerting you of any forms currently in the routing process of the old Form Link. These requests must complete the routing process and reach the inbox of Sandy Gonzales for final review prior to 5pm on Friday, June 1st in order to be effective in the Course Catalog. Any requests still pending as of 5pm on June 1st will no longer be available and cannot be approved using Form Link. These requests will need to be re-submitted using the new UAccess Course and Special Fee Management Application. The last day that Form Link will be available to use to view information is Monday, June 4th. After that day, we will bid a fond farewell to our old friend, Form Link.

DATES TO REMEMBER

5/8—New UA Course & Fee Management Application available for use

5/17—5/25—Open Labs for UA Course & Fee Management Application (Registration required)

5/20—Last day to initiate new requests using Form Link

6/1—Last day to complete routing of pending forms in Form Link

6/4—Last day to view Form Link

6/11—6/15—Open Labs for Spring 2013 Schedule of Classes

6/15— Spring 2013 Common Final Exam Requests & room grids due by 5pm

6/17—End of Open Scheduling for Spring 2013 Schedule of Classes
Last day to submit Expedited Course Modification Forms via email for Spring 2013

Summer 2012

Summer is officially here! Monday, May 14th marked the beginning of the Pre-Session term session which will go through Saturday, June 2nd. The last day of classroom instruction will be on Friday, June 1st, and Final Exams for Pre-Session will take place on Saturday, June 2nd in the regularly scheduled room, at the regularly scheduled time of the section.

The Summer I session (5W1) will take place from 6/4/12 through 7/5/12 with Final Exams being held on 7/5/12. The Summer II session (5W2) will take place from 7/9/12 through 8/8/12 with Final Exams likewise being held on the last day of the session in the regularly scheduled room at the regularly scheduled time. Any section with dates that do not match those listed above will be designated with the Dynamic (DYN) session code.

Class Notes

Class Notes should not contain any information that is already officially listed on the Schedule of Classes or Course Catalog
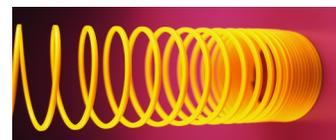
Class Notes are a way to provide additional information for an individual section on the Schedule of Classes. Some types of notes indicated by the double asterisks (**), like course requisites and special fees, are automatically generated from information in the Course Catalog and refresh nightly. Other notes are applied directly on the individual section in the Notes tab of the Maintain Schedule of Classes page. These notes are free-format text and can be entered by department representatives during the Open Scheduling period, or by entering the information in the Course Notes field when submitting an RCS Online Course Form. The free-format text Class Notes do not roll forward from semester to semester and therefore need to be entered anew each semester.

As a general rule, Class Notes should not contain any information that is already officially listed on the Schedule of Classes or the General Catalog. Class Notes should not contain any of the following: course descriptions, pre-requisites for a course, dollar amounts for special fees or any information contrary to how a course has been approved. This information is already easily accessible to students from the Schedule of Classes Class Detail page.

Spring 2013

Right now through Sunday, June 17th Department Representatives have open access to update the Spring 2013 Schedule of Classes in UAccess Student. During this time department representatives should delete any sections that will not be offered, make any necessary changes to sections that rolled from last Spring semester, and add any new sections that will be offered. When cancelling, updating or adding any cross-listed courses for which you are the home department, please be sure to also make the same changes to all secondary departments of that course. As the home department, you are responsible for the secondary departments of your course.

You may remember the many emails that came out at the beginning of last semester regarding optional components. If a component is marked as optional in the Course Catalog, it will automatically populate this information in Adjust Class Associations. In Adjust Class Associations, a section marked as optional means that if that optional component is being offered, students will have a choice whether or not to enroll in that optional component. If you do really want the students to have this choice, please send an email to RCS letting us know to leave the component marked as optional. If we do not receive an email, the component will be marked as required and students will have to register for all components of the course being offered.

When you are finished making updates in the Schedule of Classes, please be sure to send an email to RCS with any of the following information that applies to sections in your department:

- Common Final Exam Requests (due by 5pm on 6/15)
- Room Grids (due by 5pm on 6/15)
- Sections that are both cross-listed and co-convened and in two separate combinations
- Sections with optional components where the student needs to be given a choice whether or not to enroll in that component

Watch your email for details about Spring 2013 Open Labs taking place from 6/11—6/15

Spring 2013 Open Scheduling Period Ends June 17th

Changes to D2L ~ A Message from Mark Felix

This summer, the Office of Instruction and Assessment will be changing the way an instructor gains access to a D2L course site. Instructors will have access to their D2L course sites only AFTER they have been listed as primary instructors in UAccess by the department offering the course. This is the same field that causes an instructor to be listed as the instructor in the schedule of classes. After you are listed in UAccess, you must still then request a D2L course site as course sites are only built by request.

- Instructor enrollment data will be based upon the information that individual departments have input into UAccess.
- The primary instructor(s) of a course section will be imported and enrolled automatically once per day.
- Instructors must still request a D2L course site as D2L course sites are only built upon request. Once the site is built, instructor and student access is provisioned by records in UAccess.
- If additional members of the instructional team need access to a course site, anyone with instructor access to that D2L site can add them through Edit Course and Self Registration. Teaching assistants, co-instructors not listed in UAccess as primary instructors, support staff, or preceptors would all be examples of instructional team members.
- It will take up to 24 hours after a D2L course site is built for the automated process to enroll the primary instructor listed in UAccess. The D2L team recommends requesting your course site as early as possible to ensure that enrollments are processed in plenty of time for the start of each semester.

* If the site doesn't become available within this time period, the instructor's first step should be to check that s/he has been correctly enrolled in UAccess by the department offering the course. One way to check is to look at the schedule of classes and confirm you are listed as the instructor for this course.

On April 23, 2012, D2L will begin importing primary instructors from UAccess. Pre-session 2012 will be the first semester to have instructors being automatically enrolled. Summer Session I 2012 will be the first semester to require automatic instructor enrollment.

Room and Course Scheduling can assist any department in adding someone as a primary instructor to a section in UAccess. As of Summer Session I 2012, the D2L team will no longer be allowed to manually add any members of the instructional team to a course site.

The reason for this change is because the University of Arizona's D2L Course Management System was recently reviewed as a part of the university's internal Fiscal Year 2012 Audit Plan. Although overall controls over the safety, accuracy and completeness of the system's data were strong, we are now required to confirm the instructor of record before provisioning access to a course site.

If you have any questions, concerns, or comments, please contact Jennifer Bailey or a member of the D2L Instructional Support Team at D2L@email.arizona.edu.

Thank you,
Mark Felix

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RCS Quiz

1. Department Representatives can enter instructor names…
    A. Only during the Open Scheduling period
    B. Any time of the year
    C. Never; they have to contact RCS to add instructor names
    D. Any time of the year for exclusive sections, and only during Open Scheduling for combined sections

2. A class section must have what information to designate the section as an honors section?
    A. Class attribute of HNRS (Honors Course) and attribute value of HCRS (Honors Course)
    B. Honors Requirement Group (#015056)
    C. Class attribute of HNRS (Honors Course) and attribute value of HSEC (Honors Section)
    D. Honors Designation (HONR)
    E. All of the above
    F. A, B and D

3. To determine what departments a course is cross-listed with I should look at…
    A. Browse Catalog; Equivalent To
    B. Combined Sections Table
    C. Course Catalog; Offerings Tab
    D. Browse Catalog; Also Offered As

ANSWERS! ANSWERS! ANSWERS!

1. Correct Answer: D - Department Representatives can enter instructor names any time of the year for an exclusive section using UA Schedule of Classes Update. Instructor names for combined sections can only be entered using Schedule Class Meetings, which department representatives only have access to during Open Scheduling. To update the instructor name of a combined section after Open Scheduling, please submit an online RCS Course Change Form.

2. Correct Answer: F - A section must have the class attribute of HNRS and attribute value of HCRS to allow it to be searchable in the Schedule of Classes as an honors section. The HONR designation, found in Adjust Class Associations, must be present to flag the student's record once they enroll into the section. The Honors Requirement Group (#015056, or other requirement group indicating active honors students) must be attached to the section to prevent non-honors students from enrolling in the section.

3. Correct Answer: C & D - The "Equivalent To" portion of Browse Catalog only provides information for Academic Advising and repeatability purposes. Cross-listed departments in UAccess are also known as multiple offerings, so the best place to view multiple offerings is straight from the source. You can look in Course Catalog →Course Catalog →Offerings Tab, or using Browse Catalog look for the section that says "Also Offered As".

Happy Summer!

Room & Course Scheduling
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