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Open Scheduling

The open scheduling period for the Spring 2013 Schedule of Classes is nearing its final days. The deadline for entering information directly into UAccess Student is Sunday, June 17th. Please be sure to 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. As a reminder please submit via email to rcschedule@listserv.arizona.edu any sections that are both cross listed and co-convened in two separate combinations, any sections with optional components where the student should have a choice about which component to register for, and any component unit templates. Room Grids and requests for Common Final Exams need to be submitted before 5pm on Friday, June 15th.

To assist with open scheduling RCS will be hosting three open lab sessions. Feel free to come by for assistance from an RCS representative, or just to have a quiet place to work. These open labs will be held in **ILC 125** on:
> **Tuesday, June 12th from 2:00pm – 4:00pm**
> **Wednesday, June 13th from 9:00am – 11:00am**
> **Thursday, June 14th from 2:00pm – 4:00pm**

An RSVP to rcschedule@listserv.arizona.edu is appreciated and will help us to have enough RCS staff to help everyone in attendance, but walk-ins are also welcome.

Tier One Available Seats

A new dashboard has been created in UAccess Analytics to assist with finding open seats during orientation sessions. Department representatives will soon receive an email containing a PowerPoint presentation outlining how to use this report to find available seats in Tier One sections.

To access the dashboard, navigate to UAccess Analytics and log in. Under Dashboards, select the Student folder, then the Orientation folder. The Open Sections tab contains a list of all 100 and 200 level course sections with available seats. To limit this information to just Tier One sections, you will need to use the Class Attribute Value criteria of "General Education: Tier 1 Individuals & Societies", "General Education: Tier 1 Natural Sciences" and "General Education: Tier 1 Traditions and Cultures".

Expedited Course Modifications

Full Course Title

Course Description

Writing Emphasis Course

Allow Multiple Enroll in Term

Field Trip(s)

Course Requisite(s)

Course Components

Workload Hours

Special Exam

Course Typically Offered

Enrollment Requirement Group
(addition or removal of currently
existing requirement groups)

Now is a great time to verify information in the Course Catalog about how the course is approved to be offered, and to make sure all the sections in the schedule of Classes are set up in accordance with how the course is approved in the Course Catalog. During Open Scheduling you may make minor changes to the Course Catalog using the Expedited Course Form. Simply fill out the spreadsheet shown below and attach it to an email. The email should then be sent to all signatories for approval. Approval may be granted by replying to all so that all signatories are informed of the comments and authorization of other signatories. Once all signatories have responded with approval, forward the email with approvals to Sandy Gonzales to make the changes in the Course Catalog. The Expedited Course Form may only be used during the Open Scheduling period and any changes to be effective for Spring 2013 are due to Sandy by June 17th, the same deadline as the end of Open Scheduling.

Only certain types of modifications may be submitted using this form. A list of those is to the left of this article. For more information please visit the Course Approval Services website and navigate to Course and Fee Management, then Expedited Course Modifications, or follow this link: http://registrar.arizona.edu/courseapproval/changes-some-types-course-modifications

Term Course Modifications Form					
Department of Record:					
Form Initiated By:					
Contact Phone and Email:					
Catalog Number	Multiple Offerings/ Crosslistings	Modification Type*	Changes Requested	First Effective Term	Comments

Tips & Tricks for Open Scheduling

There are 3 views that you will use frequently during Open Scheduling in UAccess. These views are found under Main Menu> Curriculum Management> Schedule of Classes>

1. Schedule New Course- *This view is used to add a new section of a course to the Schedule of Classes.*

2. Maintain Schedule of Classes- *This view is used to make updates to existing sections.*

3. Schedule Class Meetings- *This view is used to update information on the Meetings tab for Combined Sections. This includes meeting days, times, instructor name and workload information. When the Meetings tab information is updated on one section, those updates are automatically made to the other section(s) in the combination.*

Adding Cross Listed Sections

When adding a new section of a cross listed course, please follow the steps below:

1. Verify offerings by going to Main Menu> Curriculum Management > Course Catalog > Course Catalog

2. On the Catalog Data tab verify that the effective date applies to the term you are adding the course to and that the course status is active.

4. At the bottom of the page you will see a Course Attributes section. If the course is cross listed, there will be a course attribute of "CE" and a course attribute value of "CL".

5. To see all cross-listed departments go to the Offerings tab. Under the Course Offering heading you will see the Course Offering Nbr. To see multiple offerings select view all or use the arrow to navigate multiple offerings. The department with the Course Offering Number of 1 is the home department for the course; the departments listed with offering numbers greater than 1 are secondary offerings.

6. Once offerings are verified proceed to Schedule New Course. Add sections for each of the primary and secondary offerings. Be sure to write down all class numbers for these sections.

7. Once sections are added and you have the class numbers, proceed to Curriculum Management > Combined Sections > Combined Section Table. Search by Term and Session.

8. Once the table has loaded, select the plus button to the right of any record. A blank record will appear below the record you selected.

9. Fill out the new record as follows, then Save:

    Long Description: SubjectPrefix CatalogNbr Xlist SectionNbr (All characters) (ie, AME101 XLIST 001)

    Short Description: SubjectPrefix CatalogNbr SectionNbr (Only one number) (ie, AME101_1)

10. Once saved, click on the link to "View Combined Sections".

11. Enter in the class numbers of all of the cross listed departments, using the plus button to add rows as necessary. Also enter information about the requested room capacity and total enrollment capacity. These numbers should be the total for all sections, and all individual sections should also have that same capacity. Choose the appropriate Combination Type of Cross-Subject.

12. Save. You have now created and combined all cross listed departments of your course. To edit any information found on the Meetings tab, use the Schedule Class Meetings view. For all other changes, use the Maintain Schedule of Classes view.