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## Preparations for Fall 2013

Thank you for all of your hard work in entering information into the Schedule of Classes during the Open Scheduling period for the Fall 2013 semester. Room and Course Scheduling is currently in the process of reviewing that information and making initial room assignments. As we are making the initial room assignments we may contact you with questions about your schedules. If you are contacted, your prompt responses are greatly appreciated as that will enable us to help everyone receive their optimal room assignments.

Please watch your email in the coming weeks for an email when the initial room assignments have been completed. At that time we will ask that you thoroughly review your sections and share that information with faculty. If there are any discrepancies between what you submitted during Open Scheduling and what is then showing in the Schedule of Classes, please notify us by email and we will work to correct the error(s) before the Schedule goes live for all of campus to view. Types of discrepancies that would be appropriate to email RCS about include issues such as incorrectly combined sections, sections offered for the wrong number of units, sections missing a room assignment, or sections assigned to a centrally scheduled room that should be scheduled in a departmentally controlled room.

For other types of corrections such as section additions or cancellations, changes in room assignment, or changes in time, please submit an RCS Online Course Form. The RCS Online Course Forms are currently available for the Fall 2013 semester. If you are already aware of changes that will need to be made, feel free to submit an RCS Online Course Form now to make those corrections. These forms will be processed after initial room assignments have been completed.

## Room Configuration

As a courtesy to all instructors please remind your faculty and TA's to leave their classrooms neat and tidy at the conclusion of their classes. Please be courteous to other instructors and erase the whiteboards and return tables and chairs to their proper configuration. The standard room configuration for each centrally scheduled classroom is shown on the Rooms on the Web website maintained by Classroom Technology Services: <http://ctsrooms.arizona.edu>.

## 7.5 Week Session

Room and Course Scheduling is pleased to announce the creation of two new session codes in UAccess: 7W1 and 7W2. These new session codes replace the usage of the DYN session for sections that are offered for only half of a semester. Sections using the 7W1 or 7W2 session code will not appear on the Dates and Deadlines for Dynamically Dated Session website. Provided below is a table with the dates and deadlines for the 7W1 and 7W2 sessions for the Spring 2013 semester.

### 7W1 and 7W2 Dates & Deadlines

	Spring 2013 7W1	Spring 2013 7W2
<b>Start Date</b>	1/9/13	3/4/13
<b>Last Date for Students to Add</b>	1/12/13	3/7/13
<b>Last Date for Departments to Add/Drop</b>	1/22/13	3/17/13
<b>End Date</b>	3/2/13	5/1/13
<b>Final Exam Date</b>	3/2/13	Follows Final Exam Schedule

### 7W1 and 7W2 Final Exams

Final Exams for sections offered during the first seven and a half week session (7W1) will be administered on the Saturday at the end of the session. For the Spring 2013 semester these Final Exams will take place on Saturday, March 2, 2013. Final Exams will take place at the same time as the regular class meetings and in the regularly scheduled classroom. Room and Course Scheduling will make sure that classrooms will be unlocked on this date for their Final Exams. If a section will require the use of technology for the Final Exam you will need to contact Classroom Technology Services (621-3852) to arrange for the equipment to be unlocked during the Final Exam time.

Final Exams for sections offered during the second seven and a half week session (7W2) will follow the regular Final Exam Schedule. Based on the regularly scheduled meeting time of the class, the Final Exam will take place sometime between Friday, May 3, 2013 and Thursday, May 10, 2013. The Final Exam schedule for the Spring 2013 semester is posted on the following website: <http://www.registrar.arizona.edu/schedule/131/exams/131exams.htm>.

# RCS QUIZ

- 1) How can I change instructor and workload information for a combined section?
  - A) Call RCS.
  - B) Use Schedule Class Meetings.
  - C) Submit an RCS Online Course Change form for each section in the combination.
  - D) Email RCS.
  
- 2) How do I find the building number to include in the Facility ID for a room I would like to request?
  - A) Use the Campus Map.
  - B) On the RCS Online Course Forms use the search next to the Facility ID field.
  - C) Use the link to Centrally Scheduled Rooms & Capacities found on the RCS website.
  - D) Use the look up Facility Id in UAccess.
  - E) All of the above.

## Answers

- 1) Correct Answer: B - The only place in UAccess to edit instructor information for combined sections is Curriculum Management > Schedule of Classes > Schedule Class Meetings > Meetings Tab. Previously department representatives only had access to edit information on this tab during the Open Scheduling period. An update to UAccess was made late last year giving department representatives access to edit instructor information for combined sections all year long.
  
- 2) Correct Answer: E - All of these solutions will enable you to find the building number for a particular building. The building number is an essential component of the Facility ID (which is comprised of the building number followed by a dash and then the room number). Selecting a building using the Campus Map will display the building number in brackets in the bottom left hand corner of the pop up dialog box. Next to the Facility ID field on the RCS Online Course Forms there is a magnifying glass you can use to search for Facility ID's. The search results display a Facility Description containing the building name and room number, and the Facility ID. The RCS website contains a link under Other Resources labeled "Centrally Scheduled Room & Capacities" that lists the abbreviated building name, room number, number of seats, room type and Facility ID for all centrally scheduled rooms. Next to the Facility ID field on the Meetings and Facility Preferences tab in UAccess there is a magnifying glass which you can use to search for a Facility ID number.

What questions do you have? Is there anything about the Course Catalog, Schedule of Classes or RCS that you would like to learn more about? Email your questions to [rschedule@list.arizona.edu](mailto:rschedule@list.arizona.edu) with the subject "Quiz Question" to see the answer in an upcoming issue of the RCS Chronicles.

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