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RCS Staff:

Fernando Chavez—

*Assistant Registrar,
Courses & Scheduling*

Abigail Sorg—

*Program Coordinator Sr.
Course Approval*

Denielle Swartz—

Database Specialist

Rebecca Drake—

Office Specialist Sr.

Oswaldo Macias—

Office Specialist Sr.

Staff Assistants:

Aaron Valdez

Alexis Cibrian

Amber Hruska

Anthony Valenzuela

Cassandra Diaz De Leon

Daniel Price

Elisa Jauregui

Erick Gamez

Fabian Sandez

Kara Hancock

Marqus Dorame

Nicolette King

Tatum Hammond

University of Arizona RCS Chronicles

VOLUME 18, ISSUE 5

SEPTEMBER 2013

Spring 2014 is now live

The Spring 2014 Schedule of Classes went live for students to view on September 23. On September 4th we began processing Spring 2014 forms and we are processing them in the order that we receive them. We plan to have all the Spring 2014 requests completed by October 11th before Priority Registration begins, so that students are able to view the most current information on the Schedule of Classes when registering for classes. If you find incorrect start or end times, classes scheduled in incorrect departmental rooms or if you need to request a different Centrally Scheduled classroom or change the day or time of your course, please submit those requests using the RCS Online Forms.

Important Dates

9/23/2013: Schedule of Classes goes live for 2141

9/23/2013: Students have access to add Spring 2014 classes to their shopping carts

9/25/2013: 2142 Open Scheduling Lab from 9:00am-11:00am in ILC 125

9/27/2013: 2142 Open Scheduling Lab from 3:00pm-5:00pm in ILC 125

9/27/2013: Deadline for submission of Room Grids and Class Permission Number Opt-In/Out forms is 5:00pm

9/29/2013: Open Scheduling period for 2142 ends at 11:59pm

9/30/2013: Open Scheduling period for 2135 begins

10/06/2013: Open Scheduling period for 2135 ends at 11:59pm

10/14/2013: Priority Registration for Spring 2014 begins

Faculty Workload

On Tuesday, September 27th, RCS hosted an information session regarding faculty workload. Joining RCS was the new Associate Director for Evaluation Services, Wayne Brent who is now overseeing the TCE office, Rick Sears, Associate Director for Enrollment Research (OIRPS), and Mark Felix from D2L. While faculty workload information is maintained in UAccess Student, it provides critical information for D2L, TCE and university reporting in all semesters. Therefore, it is important that the instructor information on a section is set up correctly in UAccess Student.

In order to create a D2L site for a section, at least one person needs to be given the instructor role of “1-Primary Instructor”. The person with this role can then request a D2L site to be created by going to d2l.arizona.edu/csr. Once the site is created, the primary instructor can then go to the same website to request additional people be given administrative access to the course site, regardless of what instructor role the additional people have in UAccess Student.

The Teacher Course Evaluation process uses the instructor information in UAccess to determine which classes can offer a Teacher Course Evaluation. In order for a TCE to be offered for a section, there needs to be an instructor listed on the section in UAccess Student. It is important that anyone involved in the teaching of a section be listed on that section.

It is important that any faculty or teaching assistant involved with the instruction of a course be given workload credit for their involvement. If there is only one instructor or TA in the classroom providing instruction, that person needs to receive a minimum of 75% of the workload for that section. If there are multiple instructors in the classroom, then it is up to the department how to divide the workload between the instructors and TAs. For example if a TA is teaching the discussion section, and the professor is helping the TA prepare course material but is not in the classroom during the discussion section, the TA should receive at least 75% workload and the professor should only receive a maximum of 25% of the workload for the discussion section.

Final Exams

Final Exams are still a few months away, but this is just a reminder to instructors and department representatives that the Final Exam for a course section is based on the first meeting pattern of the primary component of the course.

2134 7W1 Final Exam

Final Exams will be administered on the first Saturday after the end of the session. Final exams will take place at the same time as the regular class meeting and in the regularly scheduled classroom. Final Exams for 7W1 sections for Fall 2013 will take place on **Saturday, October 19, 2013.**

2134 7W2 Final Exam

7W2 sections will follow the regular Final Exam Schedule.

Enrollment Capacity

When changing the enrollment capacity of a section on UA Schedule of Classes Update make sure it doesn't exceed the room capacity. If a course's enrollment is expected to exceed the room capacity submit an online change form so we can search for a room that will accommodate all of the students enrolled.

When you are making changes to the enrollment cap of a combined section make sure you send us an online change form so that we may make the appropriate changes to the combined section enrollment.



Updating Instruction information

Instructor information can be updated in UAccess Student at any time by using UA Schedule of Classes Update. For sections in a combination, the instructor information can be update at any time by using Schedule Class Meetings.

Instructor/Advisor Table

Follow these instructions for how to remove an instructor that belongs to only one department.

1. Go to the Instructor/Advisor Table
2. Search by Employee ID number or by first and last name
3. Click the “+” on Instructor Details of the Instructor/Advisor Table tab
4. Once you add the new effective dated row set the instructor’s status to Inactive and click save (instructions for how to add instructors to the Instructor/Advisor Table are on the following page).

* If you are trying to remove an instructor and they teach courses for more than one department you can contact our office for assistance.

“Dear RCS...”

We will be introducing a question/answer column where you will have the opportunity to submit questions that you would like us to answer. Send an email to rcs@list.arizona.edu with the subject line “Dear RCS”. If you’re lucky we might even post your question on the next issue of the Chronicles with the answer. Your name will remain anonymous unless you specify otherwise. If we don't pick your question to publish in the Chronicles, don't worry we'll reply with an answer anyway.

Adding an instructor to the Instructor/Advisor Table

Go to:

1. UAccess Student
2. Curriculum Management
3. Instructor/Advisor Information
4. Instructor/Advisor Table
5. Search by EID (Employee ID number) or by first and last name.
6. Now you should be on the Instructor/Advisor Table tab.
7. Effective Date needs to predate the semester in which the instructor will be teaching. For example, if the instructor will be teaching in a Fall semester, the effective date will be 8/01/XXXX, for Spring 1/01/XXXX, and for Summer 5/1/XXXX.
8. Instructor Type should be the description that most appropriately identifies the person's instructive role. The role of "Instructor" is the most commonly used instructor type.
9. Primary Academic Org is the Academic Organization (Department) number of the main department for which the instructor will be teaching. If you are unsure of this number, it can be found on the Basic Data page of the course you are adding the instructor to.
10. Now go the Approved Course tab and fill out the following:
11. Acad Org: Enter the Academic Organization (Department) number of the course the instructor will be teaching.
12. Click save. The instructor has now been added to the list of instructors eligible to teach courses with that Academic Organization number.

Please note that if the Instructor/Advisor Table tab is already filled out you will need to:

1. Click Correct History
2. Go to Approved Courses tab
3. Add a new row
4. Acad Org: Enter the Academic Organization (Department) number of the course the instructor will be teaching.
5. Click save. The instructor has now been added to the list of instructors eligible to teach course with that Academic Organization number.

Room & Course Scheduling

Modern Languages rm. 347

Phone: (520) 621-3313

Fax: (520) 626-9301

E-mail: rcschedule@list.arizona.edu