

**INSIDE THIS ISSUE:**

Tier One 1

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# University of Arizona RCS Chronicles

VOLUME 18, ISSUE 6

OCTOBER 2013

## Spring 2014 Tier One Courses

“Why is the enrollment capacity of my Tier One course so low?” asked the Department Representative. Throughout Priority Registration for continuing students and Freshman Orientation for incoming students Room and Course Scheduling closely monitors the release of available seats in Tier One Courses. Prior to each new group of students registering for classes, RCS will release a certain number of seats based on the number of students registering in that group. This gradual release of seats will ensure that there will be enough Tier One seats available for all students, even incoming Freshman at the last orientation session. Once the seat release process has completed, all remaining seats will be released, and at that time the enrollment capacity for Tier One courses will show the total number you requested.

If you need to verify the total number of seats you are planning to offer in your Tier One courses, you can do so by looking at the UA Target Enrollment. Navigate to Curriculum Management => Schedule of Classes => UA Target Enrollment => UA Target Enrollment and then search for your course. We respectfully ask that you please do not update enrollment capacity for Tier One courses as this will disrupt the seat release process. If you need to make changes to the total number of seats that will be offered in your Tier One course, please submit an RCS Course Change request. Once the change to the enrollment is made you will be able to view it by going to UA Target Enrollment.

### Room & Course Scheduling

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