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Open Scheduling for the Fall 2016 Schedule of Classes began on Tuesday, October 27th, 2015 and will remain open through Sunday, January 3rd, 2016.

Important Dates

11/18/2015: Fall 2016 Open Lab in ILC 125 2:00pm-4:00pm

12/10/2015: Fall 2016 Open Lab in ILC 125 9:30am-11:30am

**Additional Open Labs, TBA*

01/04/2016: Common Final Exam request forms, Room Grids for priority scheduling and Class Permission Number Opt In/Out request forms will be due by 5pm

If you plan on attending any of the Open Labs, an RSVP to rcschedule@list.arizona.edu or 621-3313 is appreciated but not required, so we can be sure to have enough handouts and staff to assist everyone in attendance.

Please also remember to notify us by email if you have any sections meeting together that are both cross-listed and co-convened that need to be in two separate combinations, or if you have any other special room scheduling needs, including forwarding RCS a copy of any DRC reasonable accommodation memos for instructors or students. Please also let us know if you have any courses with components which should be optional for students, or to submit component unit templates. For your convenience, listed below are links to the forms and templates you may need.

- [Common Final Exam Request Form](#)
- [Class Permissions Opt-In Form](#)
- [Component Unit Assignment Template](#)

DYN, 5W, and 7W

The University of Arizona will discontinue the use of the Dynamically Dated Session Code (DYN) beginning with the Fall 2016 semester. Below are the session codes and their start and end dates available for use in the Fall 2016 semester:

- **1** (Regular Academic Session): 8/22/2016-12/7/2016
- **7W1**: 8/22/2016-10/12/2016 (Final Exam on Saturday, 10/15/2016)
- **7W2**: 10/13/2016-12/7/2016 (follows regular Final Exam schedule)
- **5W1**: 8/22/2016-9/24/2016 (Final Exam on Saturday, 9/24/2016)
- **5W2**: 9/26/2016-10/29/2016 (Final Exam on Saturday, 10/29/2016)
- **5W3**: 10/31/2016-12/7/2016 (follows regular Final Exam schedule)

Outreach College

Beginning with the Fall 2016 semester the Outreach College will no longer offer sections. In anticipation of this change all sections with a section number greater than 700 have been deleted from the Fall 2016 Schedule of Classes.

Winter Session

Winter Session begins December 21, 2015 and ends January 12, 2016. During that time we will be scheduling class sections in the Modern Languages building. This applies to event requests as well unless the event is after January 4th, 2016. If an event is after January 4th then it does not need to be restricted to Modern Languages. Please keep this in mind when submitting any requests for Winter session.

Fall 2015 Final Exams

Final Exams week is still a few weeks away, but Room and Course Scheduling has been working hard to prepare for this important week. We will begin to process Final event requests towards the middle of November. When submitting event requests for Final Exam week please keep in mind that event start and end times should be confined within one of the approved Final Exam time periods. The official Final Exam time periods are 8:00am – 10:00am, 10:30am – 12:30pm, 1:00pm – 3:00pm, 3:30pm – 5:30pm, 6:00pm – 8:00pm and 8:30pm – 10:30pm.

An alternate final exam can be requested, but the exam must still be offered during the regularly scheduled time. To view the Fall 2015 Final Exam schedule you can go to <http://registrar.arizona.edu/schedule2154/exams/2154exams.htm>. If there are any questions about when or where the final exam for a section will be held, please contact our office for clarification.

Centrally Scheduled Collaborative Learning Spaces

Beginning Fall 2015, four Centrally Scheduled Classrooms were converted into [Collaborative Learning Spaces](#); BIO W 301, CHAVEZ 307, ILC 137, and ILC 141. The Science-Engineering Library's Journal room (200SW) was the first room to be transformed into a collaborative classroom. The goal of the University of Arizona is to develop classroom environments that are more suitable for active learning pedagogies than traditional classrooms. If you have any instructors that would like to teach in one of these rooms please contact Jane Hunter (jhunter2@email.arizona.edu) to learn more.

Disabling Autocomplete in UAccess

When typing information into UAccess, by default a list of prompted values will appear to suggest appropriate values for that field. At times this can be inconvenient because it will fill in the incorrect information. If you would like to disable the autocomplete feature please follow the instructions below:

Go to uaccess.arizona.edu > log into Administrative Staff > Main Menu > My Personalizations > Personalize Navigation Personalizations > Change Override Value to No > OK.

Final Exam Regulations and Information

1. No classes or laboratories will be held after the last day of classes.
2. All courses offered for credit shall include a final examination given during the published examination period or a summative assessment (e.g., portfolios, essays, project reports).
3. It is Faculty Senate policy that all forms of exams (quizzes, take homes, etc.) are prohibited on any scheduled class or reading day during the calendar week in which regularly scheduled final exams begin. Specific exceptions for certain courses may be given by obtaining approval from the appropriate academic unit head and academic dean. Students shall be informed of any such exceptions prior to the end of the fourth week of classes, as published in the [University General Catalog](#).
4. Exams for classes starting after the hour will be held according to the schedule for that hour. Example: classes starting at 2:15 pm will hold the exam at the same time as the 2:00 pm classes.
5. In courses where the exam is given according to the class meeting time, the lecture hours only are considered in determining the exam period, unless the course is a laboratory only with no lecture. The exam will be given in the same room in which the lecture has been held, unless otherwise informed.
6. Certain courses will have [Common Final Exams](#). Common Final Exams can be scheduled only in courses that have four or more class sections or more than 200 students. Rooms for these course finals will be announced by the instructor prior to the final exam period.
7. Instructors of fully-online classes offered in a regular semester and listed as TBA will select (and specify in the syllabus) one of two options: (a) the online exam will be given during the exam period designated for an online class-- the last period of the last day of final exam week; or (b) the online exam may be taken at the student's convenience any time during final exam week.
8. A student having two or more exams scheduled for the same time period will take the exam in the course with the largest total enrollment. The student must then arrange with the instructor of the other course to schedule a make-up exam at the earliest possible time during the final exam period.
9. A student having four or more exams scheduled for one day may, upon prior notice to the instructors concerned, arrange to take the fourth and fifth, etc., exams on some other day during the exam period. The student must report to the Office of the Registrar, Registration and Transcripts, Administration 210, no later than fourteen calendar days before the end of classes to obtain an authorization form for the rescheduling. The exams to be rescheduled are those in courses having the lowest enrollment(s).
10. Candidates for graduation who have a final examination scheduled during their college commencement recognition ceremony shall be given the option of rescheduling that exam. Faculty may verify the date and time of college commencement ceremonies on the [JA Commencement Ceremony](#) website.

As Confirmed by the Faculty Senate: No deviation from the exam schedule, once it is published, is authorized.

ICRSE and ONLN setup

ICRSE: There is no longer a code of “ICRSE” used in UAccess Student, but the concept of these types of fully online sections offered to students predominantly taking In Person sections remains. Specific fields you will need to update when setting up this type of section are as follows:

- Section Number: 101-199
- Campus: Main
- Location: Tucson
- Instruction Mode: Fully Online
- Facility ID: 999-ONLINE

ONLN: These sections are for students in Fully Online degree programs. Specific fields you will need to update when setting up this type of section are as follows:

- Section Number: 201-299
- Campus: ONLN
- Location: ONLN
- Instruction Mode: Fully Online
- Facility ID: 999-ONLINE

Redirect Loop

If you receive a redirect loop error when going to the RCS website, delete your search history and try again. If this doesn't work try another browser. If you continue to have issues feel free to contact our office. We are working with UITS to fix this error soon, but in the meantime please try the two suggestions mentioned.

Room & Course Scheduling

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