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## Tier One Course and Orientation

Click [here](#) to view Registration Dates for Fall 2016 and Summer 2016

Priority Registration is only a few weeks away and you may have noticed that your Tier One courses have an enrollment capacity of 0. No need to worry, it is normal for your Tier One sections for Fall 2016 to have an enrollment cap of zero. 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 releases a small number of seats based on the number of students registering in that group. This gradual release of seats ensures that all students needing to take Tier One courses will be able to register for what they need. We want to make sure that even incoming Freshman students at the last orientation session will be able to register for Tier One courses. 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 view the UA Target Enrollment value by navigating to Curriculum Management > Schedule of Classes > UA Target Enrollment > UA Target Enrollment, then search for your course. We respectfully ask that you **please do not update the 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.

## RCS Online Course Forms

### Number of RCS Online Course Forms

- Spring 2016 forms received : 5694
- Summer 2016 forms received: 348
- The majority of the combined 6042 Spring and Summer forms were processed within 24 hours.

As of 2/9/2016

## Fall 2016

We are nearly finished with initial room assignments, so we ask that you refrain from updating anything in the Schedule of Classes for Fall 2016 because we do need static information. Be on the lookout for an email in the next couple of weeks when the initial room assignments will be 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 2016 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.

## Summer 2016

We are currently scheduling your summer 2016 forms; if you need to update anything in the schedule of classes before the schedule goes live please submit your forms as soon as possible.

## UAccess Student Access after Open Scheduling Period

As you know, during the Open Scheduling period you have access to do pretty much everything you could possibly need to do to edit section information. Outside of the Open Scheduling period your access is limited. Below is a list of all of the things you do have access to edit on your own anytime during the year:

- Schedule Print
- Student Specific Permissions
- Instructor names, role, print, access, assign type, load factor, and workload
- Enrollment Capacity
- Wait List Capacity
- Add Consent
- Drop Consent
- Reserve Capacity

All of these things can be updated in the UA Schedule of Classes Update area (Main Menu > Curriculum Management > Schedule of Classes > UA Schedule of Classes Update). Anything you can edit in that navigation is something you will be able to edit all year long. Combined sections can be updated by going to Main Menu > Curriculum Management > Schedule of Classes > Schedule Class Meetings

## Collaborative Learning Spaces Information Session

The Senior Vice Provost for Academic Affairs has converted five Centrally Scheduled Classrooms into Collaborative Learning Spaces. The results thus far have been very positive. RCS is collaborating with the Vice Provost's Office on phase II. As we begin this new phase, we want to make sure that all of the academic departments are aware of these types of spaces. It would also be great to hear from all of the academic departments on their needs and vision for the continued development of these types of collaborative spaces across campus.

RCS will be hosting an informational and Q & A session on ***Tuesday, February 16<sup>th</sup> from 3 P.M. – 4 P.M. in ILC 141.*** Senior Vice Provost Gail Burd will participate in this session.

I encourage all of you to attend to learn more about these new innovative collaborative spaces, how your academic department and your students may benefit, and the plans for future development of these types of spaces across campus.

### Room & Course Scheduling

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