

INSIDE THIS ISSUE:

New RCS Website	1
Tier One Courses and Orientation	2
Spring Fling	2-3
DYN, 5W, 7W	4
Outreach College/ Distance Campus	4
CLS info session Q & A	5-6
Requesting Collaborative Space	6

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:

Riley Barr

Alexis Cibrian

Cristina Curran

Erick Gamez

Elisa Jauregui

Marco Quintero

Hector Rico

Aaron Valdez

Karina Valdez

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New RCS Website

Our new website is: <http://registrar.arizona.edu>

Most of the information you are used to accessing for RCS and Course Approval Services can be found by navigating to “Staff” and then to “Courses” or “Event Scheduling”.

Here are some quick links to some of the common information you are used to accessing:

- RCS Online Section Forms: <http://registrar.arizona.edu/courses/rcs-online-section-forms>
- Department and Course Related Event Request Forms: <http://registrar.arizona.edu/event-scheduling/event-forms-1>
- The Building Manager List, Centrally Scheduled Rooms & Capacities, Room Rates, and links to Classroom Technology Services are now located on the “Classroom Information” page which can be found by navigating to Staff → Event Scheduling → Event Scheduling → Classroom Information: <http://registrar.arizona.edu/event-scheduling/classroom-information>
- Information related to Course Approval Services: <http://registrar.arizona.edu/staff/courses/course-catalog-maintenance>

If you have any difficulty navigating the new site, please do not hesitate to give us a call at 621-3313 and one of our staff will be happy to assist you.

Tier One Courses and Orientation

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

Priority Registration is underway and you may have noticed that your In person Tier One courses have a low enrollment capacity. No need to worry, it is normal for your Tier One sections for Fall 2016 to have a low enrollment capacity. 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. Another thing to note is that waitlists are not allowed during Priority Registration and the Summer Orientations. Waitlists can be added after the last orientation session on August 16th, 2016.

Spring Fling

Spring Fling will return to the University of Arizona Mall April 8th-April 10th. Room and Course Scheduling has sent an email to those departments that have events during Spring Fling weekend that may be affected by the heavy traffic and loud noise. Please let us know if you would prefer to be relocated to another area on campus that will not be impacted as much by Spring Fling. If no response is received we will assume you are okay with your event location and your event will remain as scheduled. If you have concerns about classes that will also be affected please contact us so we can find an alternate room. On the next page you will find some important information from the Spring Fling Executive team.

Spring Fling continued...

We would like to alert the campus to trafficking restrictions and general campus changes that will occur starting **Monday, April 4th at 6 am until Tuesday, April 12th at 6 pm**. University Blvd (on the UA Mall) will be closed between Cherry Ave and Campbell Ave. In order for Spring Fling to begin configuring the event area, temporary fencing will be erected on this portion of the mall for the entirety of the closure.

Spring Fling Operational Hours

- *Friday, April 8th: 4 pm– 11*pm*
- *Saturday, April 9th: 11 am – 11* pm*
- *Sunday, April 10th: 11 am – 6* pm*

**Admission closes one hour before closing time.*

University Boulevard Closure

Transportation affected by this closure includes all of the following:

- **Motorists** – *There will be no east or westbound traffic on University between Cherry and Campbell.*
- **Sun Tran Passengers** – *The Optical Science bus stop on University will be relocated to Second Street at Cherry Ave north curb.*
- **Cyclists**- *Detours will be posted to reroute onto campus.*
- **Pedestrians**- *There will be signage-directing pedestrians to the proper routes around the enclosed fence area.*

CHERRY AVENUE CLOSURE – *There will be soft closures of Cherry Avenue south of Hawthorne and north of 4th Street at the entrance of the lot near Optical Science. Hard closures will go up at the same time in the center area between University Blvd North and South. The closures will be April 8-10, 2016, 3:30pm to 1am on Friday, at 9am to 1am on Saturday and 9am to 11pm on Sunday.*

EVENT PARKING

There is an event fee of \$5 to park in Cherry Avenue, Second Street parking garages. There will also be a \$5 fee to park in the following lots: 6098, 6097, 6093, 6090, 4057, 4144, 4164 and 4052. South of Sixth lots are free after 4pm on Friday, all day Saturday and Sunday. Meter rates as posted.

Parking and Transportation will provide free visitor parking in surface lots north of Speedway or south of Sixth Street after 4pm on Friday, April 8th and all day Saturday and Sunday. There is free parking in the following garages on Saturday and Sunday, April 9th and 10th: Highland Avenue, Park Avenue Main Gate, Tyndall Avenue and 6th Street Garages.

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 allowable 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)

There are a few departments who have been granted administrative exceptions to continue to use the DYN session code. Any departments wanting to be considered to be given an exception to be able to continue to use the DYN session code should contact Gail Burd.

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. Please contact Mary Staugaard if you still have outreach sections in the schedule for Fall 2016 (staugaar@email.arizona.edu; 520-626-2073).

Distance Campus

Distance Campus is now up and running. If you have former Outreach sections that need to be added as Distance courses please send RCS Online Section Add forms and indicate the physical location of the course. The locations you can currently choose from are Chandler and Yuma. Section numbering will not have any significance for Distance campus sections. Therefore, sections will be numbered in sequential order (001,002,003, etc).

CLS Information session

Last month we had an information session about Collaborative Learning Spaces with Senior Vice President for Academic Affairs Gail Burd and Director of Academic Resources and Special Projects Jane Hunter. Below are some of the important topics that were covered during last month's session.

—Current CLS rooms in service beginning Fall 2015 with their room capacities:

-BIO W 301 (112), ILC 137 (60), ILC 141 (60), CHAVEZ 307 (30), and S LIB 200SW (260)

—CLS rooms to be available beginning Fall 2016:

-EDUC 353 (90), ENGR 304 (24), HARV 404 (70), and SSCI 206 (60)

—Regarding collaborative spaces North of Speedway:

-Currently there isn't anything planned due to lack of spaces available.

—Traditional layout for Collaborative Space

-Varies, but will have moveable tables and chairs, table top whiteboards, and multiple screens

—Will CLS classrooms be open on Saturdays?

-There is a set of buildings that are open on the weekends for security reasons. If a room is needed please contact Fernando Chavez.

—Are instructors allowed to move the tables and chairs during class?

-Instructors are allowed to move the tables and chairs, but they are responsible for returning them to the original configuration.

—Collaborative rooms can be used for events

—If you would like to suggest rooms to be changed to collaborative spaces please contact Jane Hunter.

—Students will not pay an additional fee for being in Collaborative Learning Spaces.

CLS information session continued...

—The goal is to convert at least five classrooms per year into Collaborative Learning Spaces

—Will there be any recognition for those instructors who do well in these types of classrooms?

-There is s STEM teaching award, but they are working on a teaching excellence fund for those instructors who are actually teaching as evidence based course.

Requesting a Collaborative Learning Space

During Open Scheduling utilize facility preferences and the room characteristic of Collaborative Learning Space (#35), and communicate with Jane Hunter. After Open Scheduling, Jane is provided a list of sections requesting Collaborative Learning Space and then provides Room and Course Scheduling with a list of approved sections. Approved sections are pre-scheduled and guaranteed that space. Any remaining available times are given to any section needing a room at that time. Thereafter, any attempt to move a section into a CLS space would require a swap between a section that was placed there, and the section desiring to be in there.

Fall 2016 Course Forms

Room and Course Scheduling began processing Fall 2016 Online Forms on Tuesday, March 1st. We received a total of 1930 forms and we are happy to announce that we only have 30 forms left to process (as of 3/31/2016). We greatly appreciate your patience at this time.

Room & Course Scheduling

Modern Languages rm. 347

Phone: (520) 621-3313

Fax: (520) 626-9301

E-mail: rcschedule@list.arizona.edu