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Opening of School

Happy Opening of School for the 2016-2017 academic year!

Fall 2016 is now here and RCS Online Section forms for this semester are being processed as fast as possible to aid in your room needs. As of Monday, August 29th, there have been 6,287 forms submitted for Fall 2016. 419 were submitted the week prior to the start of school and there were 514 submitted the first week of classes. For the most part, forms have been processed the same day they were submitted.

For Spring 2017, RCS is still in the process of scheduling room assignments for all the sections that were submitted during Open Scheduling. Please be on the lookout in the near future for an email from RCS asking you to review your room assignments. RCS has begun processing Online Section Forms for UA Online and TBA section forms. All other forms will be processed in the order they were received, after you have had a chance to review the initial room assignments.

UA General Catalog

Take a look at the newly redesigned General Catalog (catalog.arizona.edu). The new website includes an improved search feature and a new ability to sort by policy, academic career level or alphabetically.

RCS Symposium

RCS would like to thank everyone who attended our first ever Room and Course Scheduling Symposium! We received great feedback from you and had an attendance larger than we initially expected. The symposium videos are expected to be available before the end of the Fall 2016 term.

Hybrid sections

As of Fall 2016, if you have a Lecture that is meeting in person and discussions that are meeting online or vice-versa the instruction mode for all sections should be set as Hybrid.

Open Scheduling

Open Scheduling Periods

Winter 2016 (2165) Open Scheduling will take place **Thursday, September 1, 2016 - Sunday September 11, 2016.**

Summer 2017 (2172) Open Scheduling will take place **Monday, September 12, 2016 - Sunday, October 2, 2016.**

Fall 2017 (2174) Open Scheduling will take place **Monday, October 3, 2016 - Monday, January 2, 2017.**

During any Open Scheduling period please be sure to notify RCS via email with any of the following information that is applicable to your department's sections.

- Any sections meeting together in the same room that cannot be in a combination in UAccess. (For example, sections that are both cross-listed and co-convened that need to be in two separate combinations to control enrollment capacities, but should be scheduled in the same room.) Failure to provide RCS this information will result in those sections being scheduled in separate rooms thus minimizing room availability for all departments.
- Forward any DRC reasonable accommodation memos for instructors or students requiring specific room needs.
- Room Grids for priority scheduling.
 - Any other special room scheduling needs or considerations.
- For any sections meeting in a departmentally controlled space please be sure to indicate that space in the Facility Preferences area in UAccess.
- For any sections wanting to meet in a Collaborative Learning Space, please use the Room Characteristic #35 "Collaborative Learning Space" and indicate the desired room preference(s) using the Facility Preference fields.
- Use the [Common Final Exam Request Form](#) to request a Common Final exam for four or more sections of the same course, or sections with greater than 200 students enrolled. This completed form may be submitted by email or hand delivered to M LNG 347.
- Use the [Component Unit Assignment Template](#) to let us know what the division of units should be between components.

Collaborative Learning Spaces

Collaborative Learning Spaces are a part of the UA AAU Undergraduate STEM Education Project. These spaces are designed to enhance student collaboration and engagement and are more suitable for active learning pedagogies than traditional lecture halls.

Room and Course Scheduling works together with the Provost Office to appropriately place sections and instructors into these spaces. Since the collaborative learning spaces are limited, RCS can only put faculty and sections into these spaces that are willing to teach in this type of setting. Please remember to include Room Characteristic 35 on the section during the Open Scheduling period to have the best chance of being scheduled into a Collaborative Learning Space.

There are currently nine Collaborative Learning Spaces on campus with 40+ departments taking advantage of the spaces.

Current spaces are:

- Science-Engineering Library 200S (260 capacity)
- Biosciences West 301 (112 capacity)
- Education 353 (90 capacity)
- Harvill 404 (70 capacity)
- ILC 137 (60 capacity)
- ILC 141 (60 capacity)
- Social Sciences 206 (60 capacity)
- Chavez 307 (30 capacity)
- Engineering 304 (24 capacity)

For more information, please see [here](#).

Biannual Course Review

What is the Biannual Course Review?

It is an opportunity for the University to remove courses from the Course Catalog if they have not been taught for a number of years and are not likely to be offered again. Room and Course Scheduling has identified all active courses in the catalog that have not been taught (either because the course has not been scheduled, or because lack of student interest has resulted in cancelled sections) for over two years. The list of courses is being sent to the departments and colleges for review- to determine whether each course should be inactivated because it is unlikely to be taught again, or should be kept in the catalog because the department has plans to offer the course again within the coming year. Room and Course Scheduling will use the completed review spreadsheets from each department/college to update the catalog, without requiring individual Course Inactivation requests to be submitted and approved through the Course Management system.

What is the timeline?

Departments/colleges will have the months of August, September and October to complete their portion of the review and send their spreadsheets back to Room and Course Scheduling. The deadline for returning the spreadsheets will be **October 28, 2016**. Departments/Colleges that choose not to return their spreadsheet by the deadline will be interpreted as electing to inactivate each of their courses up for review.

Room & Course Scheduling

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