



Office of Classroom Management

The two-step process for assigning departmental-owned space, Online, GPC NORM, and/or requesting GPC space, to course sections in CLSS:

1. Course information must be submitted by Department Approvers for review by School Approver. Department Approvers can select one of the following placeholders:
 - **To Be Scheduled**- to indicate to your School Approver that the course needs a room.
 - **No Room** - If the course has no meeting days/times and will not need an instructional space for the term.
 - **Online**- If the Campus and the Class Mode are entered as Online.
 - **Arranged Arranged**- If the course has meeting days and times but the location will be determined by the Department at a later date prior to the first day of classes for the term.
2. Once Department Approvers submit their course section data, the School Approver must proceed to validate, make corresponding adjustments, and then process room assignments or space designation for each course section in need of a space by the due date provided each scheduling term.

Space designations available to School Approvers:

- **Departmental-owned location** must be assigned to each course section that can be accommodated in a space owned by the school/college.
- **GPC RQT** must be assigned to each course section requesting a GPC space.
- **No Room** - If the course has no meeting days/times and will not need an instructional space for the term.
- **ONLINE** must be assigned to each course section that will be held online.
- **Arranged Arranged**- If the course has meeting days and times but the location will be determined by the Department at a later date prior to the first day of classes for the term.

*For future terms, please note that the GPC NORM placeholder will no longer be available for Department and School Approvers. The GPC NORM placeholder is reserved for OCM internal use to indicate that no General-Purpose Classroom is available for the course section.

Criteria to request a General-Purpose Classroom (GPC):

- Must follow the University Standard Meeting Pattern.
- Class Component must be LEC, SEM, DIS, FLP, or HRK.
- Must have the GPC RQT (placeholder) assigned in CLSS.
- Must have a minimum expected enrollment of 15.