UNIVERSITY OF MIAMI

Office of Classroom Management

Summer 2024 Scheduling Timeline

OCM Room Scheduling Process

Dates	Task Description
Tue, December 5, 2023- Fri, February 23, 2024 @ 5:00 pm	**CC & OCM:** **CLSS** <u>OPEN ACCESS</u> to ALL Dept/School Approvers for the **Summer 2024** academic term. <u>Note:</u> • Once Department Approvers (DUS) submit their department unit data to workflow, they will no longer have access to modify the data. • School Approvers may have a due date for Department Approvers. Please adhere to your internal guidelines and any other scheduling dates listed in this timeline.
Fri, February 23, 2024 @ 5:00 pm	**Academic Unit: Due date** to assign courses requesting GPC RQT in CLSS.
Fri, February 23, 2024 @ 5:00 pm	**CC & OCM:** **CLSS** <u>CLOSE ACCESS</u> to School Approvers for the **Summer 2024** academic term.
Wed, March 6, 2024	**OCM:** Communication to College/Schools notifying that the Summer 2024 Room Scheduling Process is complete and academic term is published.
Wed, March 6, 2024	**CC & OCM:** **CLSS** <u>OPEN ACCESS</u> to School Approvers for the **Summer 2024** academic term.
Wed, March 6, 2024	**OCM: Processing of new Summer 2024** GPC requests, GPC room changes, GPC removals based on school request, GPC moves based on over-enrolled courses/updated room capacity, etc.

Summer 2024 Registration Information

- **Classes visible & Shopping Cart available for students: Mon, March 11, 2024**
- **Registration Appointments visible to students: Mon, March 18, 2024**
- **Registration starts on: Mon, April 1, 2024**

** DATES ARE SUBJECT TO CHANGE**

Updated December 5, 2023 - Classroom Management - Office of the University Registrar