

Fall 2024 Scheduling Timeline

OCM Room Scheduling Process

Dates	Task Description
Tue, December 5, 2023- Fri, February 2, 2024 @ 5:00 pm	<p><b>CC &amp; OCM: CLSS <u>OPEN ACCESS</u></b> to ALL Dept/School Approvers for the <b>Fall 2024</b> academic term.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"><li>Once Department Approvers (DUS) submit their department unit data to workflow, they will no longer have access to modify the data.</li><li>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.</li></ul>
Mon, January 29, 2024 @ 5:00 pm	<p><b>Academic Unit: Due date to Submit Special Requests, ADA, Back-to-Back file to OCM@miami.edu.</b></p>
Fri, February 2, 2024 @ 5:00 pm	<p><b>Academic Unit: Due date</b> to assign courses requesting GPC RQT in CLSS.</p>
Fri, February 2, 2024 @ 5:00 pm	<p><b>CC &amp; OCM: CLSS <u>CLOSE ACCESS</u></b> to School Approvers for the <b>Fall 2024</b> academic term.</p>
Thu, February 29, 2024	<p><b>OCM:</b> Communication to Schools/Colleges for “not placed” <u>Standard course sections</u> and a GPC Availability Report.</p>
Wed, March 6, 2024	<p><b>CC &amp; OCM: CLSS <u>OPEN ACCESS</u></b> to School Approvers for the <b>Fall 2024</b> academic term.</p>
Wed, March 6, 2024	<p><b>OCM: Processing of “not-placed” <u>Standard course sections</u></b> and new GPC requests, moves/swaps, removals, etc.</p>

Fall 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\*\***