UNIVERSITY OF MIAMI

Office of Classroom Management

Spring 2025 Scheduling Timeline

OCM Room Scheduling Process

Dates	Task Description
Mon, March 25, 2024- Fri, July 19, 2024 @ 5:00 pm	**CC & OCM: CLSS OPEN ACCESS** to ALL Dept/School Approvers for the **Spring 2025** academic term. **Note:** • 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.
Mon, July 15, 2024 @ 5:00 pm	**Academic Unit:** **Due date to Submit Special Requests, ADA, Back-to-Back file to OCM@miami.edu.**
Fri, July 19, 2024 @ 5:00 pm	**Academic Unit: Due date** to assign courses requesting GPC RQT in CLSS.
Fri, July 19, 2024 @ 5:00 pm	**CC & OCM: CLSS CLOSE ACCESS** to School Approvers for the **Spring 2025** academic term.
Mon, September 30, 2024	**OCM:** Communication to Schools/Colleges for "not placed" Standard course sections and a GPC Availability Report.
Mon, September 30, 2024	**CC & OCM: CLSS OPEN ACCESS** to School Approvers for the **Spring 2025** academic term.
Mon, September 30, 2024	**OCM: Processing of "not-placed" Standard course sections** and new GPC requests, moves/swaps, removals, etc.

Spring 2025 Registration Information

- **Classes visible & Shopping Cart available for students: Mon, October 14, 2024**
- **Registration Appointments visible to students: Mon, October 21, 2024**
- **Registration starts on: Mon, November 4, 2024**

** DATES ARE SUBJECT TO CHANGE**

Updated February 9, 2024 - Classroom Management - Office of the University Registrar