

**Office of Class Management - New Procedures**

1. OCM is in the process of updating location codes that have not been used in 5 years or more and combine duplicate ones. Please ensure that you are using the appropriate codes as needed.
2. All OCM scheduling security levels will be reviewed and re-categorized/updated as needed. Users will be informed accordingly.
3. OCM will begin flagging classes that are scheduled at non-standard time blocks and work with departments to move them to standard times as much as possible. Courses scheduled in standard meeting patterns will be prioritized in the room run.
4. Beginning with the Summer 2020 term, class notes will be simplified and standardized.
	1. Note numbers for common notes will be created and users will be able to choose from the “drop down menu” of pre-canned notes.
	2. We will provide departments with the list of the “canned” notes in advance for review and feedback.
	3. Custom notes will be solely for programmatic reasons, i.e. specific meeting dates not listed in meeting days/times, any off-campus meetings, specific program requirements for the course, etc.
		1. When custom notes are required, an e-mail to Barbara Pita (bpita@fiu.edu) should be sent for approval and posting of the note.
5. Beginning with Spring of 2020, the ability to cancel or modify class dates/times at the department level will be removed approximately 10 days before the term begins, i.e. the Friday of the week prior to the term begin date.
	1. For example, for Fall 2019 (term 1198), classes began on Monday, 8/26/2019, the last day an academic department scheduler will have access to cancel a class for the term would be Friday, 8/16/2019.
6. Any classes with assigned rooms, regardless of the enrollment count, must be cancelled by the Friday of the week prior to the term begin date. The only exclusions to this process are Graduate internships or independent studies classes.
7. Academic departments will not be allowed to cancel any classes with or without enrollment, as of the Friday of the week prior to term begin date.
8. Once the date has passed, class cancellations will go through an approval process from the Academic and Career Success (ACS) area.
	1. Requests for cancellations will be submitted via tickets through the OCM HelpDesk. Specific users in ACS area will have access to review and approve tickets submitted via OCM HelpDesk.
	2. If approved for cancellation, the ACS area will route the ticket to the OCM queue to perform the cancellation.