

## OCM Production Calendar Fall 2016 - Fall 2017

Start	End	Term	Action Item	Description
9/7/2015		1168	Term Roll by College/Dept	OCM rolls current term forward to the like term next year - Example: Approx. 2-3 into 1141, OCM rolls 1141 to 1151
9/15/2015	11/13/2015	1168	Scheduler Key-In Period	Department schedulers key schedule changes directly into PantherSoft
11/13/2015		1168	Special Room Requests/Recitation forms due	Use SRR on OCM HelpDesk for disability accommodations and special room needs not covered in the room characteristic list. Recitation forms submitted for each recitation course.
11/16/2015		1168	OCM Classroom Assignments Begins	OCM begins audits in PantherSoft, sends term information to 25Live and assigns classrooms using 25Live Optimizer. This process takes several weeks to complete.
8/15/2016		1168	Stop Further Enrollment on Homeless Courses	1 week prior to schedule becoming available to students, any class without room assignment will be set to "Stop Further Enrollment" until a space is allocated.
8/15/2016		1168	Final Exam Batch Process - Initial Run	Prior to schedule becoming available to students, OCM runs the Final Exam Batch Process to assign finals to courses.
8/8/2016	8/19/2016	1168	Cancel Low Enrollment Courses	1-2 weeks prior to first day of classes: Departments to cancel low enrollment courses and notify students.
8/8/2016	8/12/2016	1168	Priority 25Live Reservations	25Live reservations for the current will open for those with priority access (ChemPAL, PLTL, SLS Group Sessions, Disability Resource Center).
8/26/2016		1168	25Live Reservations Open	25Live reservations requests are now accepted for the current term.
9/2/2016		1168	Final Exam Batch Process - Second Run	After ADD/Drop period, OCM runs the Final Exam Batch Process to adjust exam days/times to courses that have been modified after registration began.
9/6/2016		1168	OCM HelpDesk open to Final Exam Requests	OCM HelpDesk will be open to accept any Final Exam Requests for current term.
9/9/2016		1168	Email sent for Zero Enrollment Class Cancellation	OCM communicates with schedulers about courses that will be affected in the Zero Enrollment Cancellation process. Notice is sent week prior to running the batch.
9/16/2016		1168	Zero Enrollment Class Cancellation	OCM will cancel all zero enrollment class in PantherSoft at the end of week four of the term. Reminder sent prior to cancellation process

Updated 3/30/2016

\*subject to change\*

## OCM Production Calendar Fall 2016 - Fall 2017

1/29/2016		1171	Term Roll by College/Dept	OCM rolls current term forward to the like term next year - Example: Approx. 2-3 into 1141, OCM rolls 1141 to 1151
2/1/2016	4/8/2016	1171	Scheduler Key-In Period	Department schedulers key schedule changes directly into PantherSoft
4/8/2016		1171	Special Room Requests/Recitation forms due	Use SRR on OCM HelpDesk for disability accommodations and special room needs not covered in the room characteristic list. Recitation forms submitted for each recitation course.
4/10/2016		1171	OCM Classroom Assignments Begins	OCM begins audits in PantherSoft, sends term information to 25Live and assigns classrooms using 25Live Optimizer. This process takes several weeks to complete.
10/14/2016		1171	Stop Further Enrollment on Homeless Courses	1 week prior to schedule becoming available to students, any class without room assignment will be set to "Stop Further Enrollment" until a space is allocated.
10/20/2016		1171	Final Exam Batch Process - Initial Run	Prior to schedule becoming available to students, OCM runs the Final Exam Batch Process to assign finals to courses.
12/19/2016	1/2/2017	1171	Cancel Low Enrollment Courses	1-2 weeks prior to first day of classes: Departments to cancel low enrollment courses and notify students.
12/19/2016	1/2/2017	1171	Priority 25Live Reservations	25Live reservations for the current will open for those with priority access (ChemPAL, PLTL, SLS Group Sessions, Disability Resource Center).
1/13/2017		1171	25Live Reservations Open	25Live reservations requests are now accepted for the current term.
1/17/2017		1171	Final Exam Batch Process - Second Run	After ADD/Drop period, OCM runs the Final Exam Batch Process to adjust exam days/times to courses that have been modified after registration began.
1/17/2017		1171	OCM HelpDesk open to Final Exam Requests	OCM HelpDesk will be open to accept any Final Exam Requests for current term.
2/3/2017		1171	Email sent for Zero Enrollment Class Cancellation	OCM communicates with schedulers about courses that will be affected in the Zero Enrollment Cancellation process. Notice is sent week prior to running the batch.
2/10/2017		1171	Zero Enrollment Class Cancellation	OCM will cancel all zero enrollment class in PantherSoft at the end of week four of the term. Reminder sent prior to cancellation process

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## OCM Production Calendar Fall 2016 - Fall 2017

6/10/2016		1175	Term Roll by College/Dept	OCM rolls current term forward to the like term next year - Example: Approx. 2-3 into 1141, OCM rolls 1141 to 1151
6/13/2016	8/5/2016	1175	Scheduler Key-In Period	Department schedulers key schedule changes directly into PantherSoft
8/5/2016		1175	Special Room Requests/Recitation forms due	Use SRR on OCM HelpDesk for disability accommodations and special room needs not covered in the room characteristic list. Recitation forms submitted for each recitation course.
8/8/2016		1175	OCM Classroom Assignments Begins	OCM begins audits in PantherSoft, sends term information to 25Live and assigns classrooms using 25Live Optimizer. This process takes several weeks to complete.
3/6/2017		1175	Stop Further Enrollment on Homeless Courses	1 week prior to schedule becoming available to students, any class without room assignment will be set to "Stop Further Enrollment" until a space is allocated.
4/24/2017	5/5/2017	1175	Cancel Low Enrollment Courses	1-2 weeks prior to first day of classes: Departments to cancel low enrollment courses and notify students.
4/24/2017	4/28/2017	1175	Priority 25Live Reservations	25Live reservations for the current will open for those with priority access (ChemPAL, PLTL, SLS Group Sessions, Disability Resource Center).
5/12/2017		1175	25Live Reservations Open	25Live reservations requests are now accepted for the current term.
5/29/2017 (Sum A&C) 07/10/2017 (Sum B)		1175	Email sent for Zero Enrollment Class Cancellation	OCM communicates with schedulers about courses that will be affected in the Zero Enrollment Cancellation process. Notice is sent week prior to running the batch.
6/5/2017 (Sum A&C) 7/17/2017 (Sum B)		1175	Zero Enrollment Class Cancellation	OCM will cancel all zero enrollment class in PantherSoft at the end of week four of the term. Reminder sent prior to cancellation process
9/5/2016		1178	Term Roll by College/Dept	OCM rolls current term forward to the like term next year - Example: Approx. 2-3 into 1141, OCM rolls 1141 to 1151
9/15/2016	11/11/2016	1178	Scheduler Key-In Period	Department schedulers key schedule changes directly into PantherSoft

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## OCM Production Calendar Fall 2016 - Fall 2017

11/11/2016		1178	Special Room Requests/Recitation forms due	Use SRR on OCM HelpDesk for disability accommodations and special room needs not covered in the room characteristic list. Recitation forms submitted for each recitation course.
11/14/2016		1178	OCM Classroom Assignments Begins	OCM begins audits in PantherSoft, sends term information to 25Live and assigns classrooms using 25Live Optimizer. This process takes several weeks to complete.
8/15/2017		1178	Stop Further Enrollment on Homeless Courses	1 week prior to schedule becoming available to students, any class without room assignment will be set to "Stop Further Enrollment" until a space is allocated.
8/15/2017		1178	Final Exam Batch Process - Initial Run	Prior to schedule becoming available to students, OCM runs the Final Exam Batch Process to assign finals to courses.
8/7/2017	8/11/2017	1178	Cancel Low Enrollment Courses	1-2 weeks prior to first day of classes: Departments to cancel low enrollment courses and notify students.
8/7/2017	8/11/2017	1178	Priority 25Live Reservations	25Live reservations for the current will open for those with priority access (ChemPAL, PLTL, SLS Group Sessions, Disability Resource Center).
8/25/2017		1178	25Live Reservations Open	25Live reservations requests are now accepted for the current term.
9/1/2017		1178	Final Exam Batch Process - Second Run	After ADD/Drop period, OCM runs the Final Exam Batch Process to adjust exam days/times to courses that have been modified after registration began.
9/1/2017		1178	OCM HelpDesk open to Final Exam Requests	OCM HelpDesk will be open to accept any Final Exam Requests for current term.
9/4/2017		1178	Email sent for Zero Enrollment Class Cancellation	OCM communicates with schedulers about courses that will be affected in the Zero Enrollment Cancellation process. Notice is sent week prior to running the batch.
9/11/2017		1178	Zero Enrollment Class Cancellation	OCM will cancel all zero enrollment class in PantherSoft at the end of week four of the term. Reminder sent prior to cancellation process

Updated 3/30/2016

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