Class Scheduling

Class Scheduling Processing Times

- **Class Schedule Build**: 18-20 weeks
  - Prior Term Copy Roll: 4 weeks
    - *First two weeks*: Department confirms course prior term copy roll
    - *Second two weeks*: OCAS completes PTC in SIS and prepares template
  - Draft Build in SIS: 10 weeks
    - *First five weeks*: Department prepares class schedule for SIS entry
    - *Second five weeks*: OCAS processes changes in SIS
  - Corrections in SIS: 4 weeks
    - *First two weeks*: Department resolves errors, makes corrections
    - *Second two weeks*: OCAS finalizes class schedule in SIS

- **Change of Master Schedule (CMS) Form**: 3-5 business days
  - Change existing class
  - Add new class
  - Cancel class
  - Stop enrollment
  - Temporary classroom change
  - Combined sections/classes
  - Enrollment requirement groups (ERGs)

- **Instructor Assignments Forms**: 1-2 weeks
  - Instructor Assignment Form
  - RTA Form

- **Other:** Varies; contact GCC Schedule for assistance

Using the Change of Master Schedule (CMS) Form

Change class information by submitting the [Change of Master Schedule (CMS) Form](#).

Use the CMS to communicate changes needed for a class after the class schedule is finalized. Additionally, use the CMS to work with:

- **Classes**
  - To add new classes
  - To cancel classes
  - To change classes (start/end dates/times)

- **Assignments**
  - To add instructor assignments
  - To change instructor assignments
  - To remove instructor assignments
- **Classrooms**
  - To assign a classroom
  - To change a classroom
  - To remove a classroom
- **Fees**
  - To add course fees
  - To change course fees
  - To remove course fees

Remember to notify students as soon as possible of any changes for a class. Request the proper signage to place on classroom doors from your [Department Administrative Specialist](#).

Tips:

- CMS may be submitted by department chair, department administrative assistant, or designee.
- Submit CMS's in the order to be processed.
- Indicate only information that is changing.
- Complete information is needed when requesting to add a new class.
- Use [Contact Hour Calculator](#) to ensure required "seat time" is met for in-person classes.
- ALWAYS indicate when a class is part of a combined section.
- Need help with CMS – contact the Office of Curriculum and Academic Scheduling (OCAS)