

Online Learning Contract Manager

Scheduler instructions

1. Sign in with your onyen and password at <https://olcm.oasis.unc.edu>
2. Select the current term, and review the list of learning contracts submitted for your unit.
3. Courses ready for scheduling will have 'ready for schedule' listed in the 'Next Action' column. Contracts in this status have received all required approvals, and are ready for scheduling in Connect Carolina. If the contract's course information is complete and correct, no action is needed other than scheduling in Connect Carolina. If more information is needed in OLCM, **for example, if the instructor section number has not been added**, click '+Review' to update the contract.

Action	Student	Subject	Cat.No.	Section	Course Title	Faculty Name	Status	Next Action
+ Review	Harrison, Mabry (730013581)	PSYC	395	N/E	(3.0h)	Kurtz-costes, Beth	coordinator review: approved	ready for schedule

4. Clicking 'Review,' loads the Approval page. It has four tabs.
 - a. Contract: This tab displays the contract information. Click 'Edit' to update the contract's course information.

Home | **Contract** | Download | Review (Required) | GT 2 Students

Contract preview and edit

Last Review: student review by asr on 10/26/2017 01:41 PM;

[\[Edit\]](#) **COURSE INFORMATION:**
Department or Curriculum Name: Communication, 311400
Course #: COMM.396.NE Credit Hours: 4

APPLICANT INFORMATION:

Student Applicant's Name: Abbey Rogers	PID: 720461597
E-mail: asr@live.unc.edu	Phone#:
Date of Application: 10/26/2017 01:40 PM	Credit Hours Sought: 4
Class: UGRD SR	Semester Requested: Spring 2018

- b. Download: To download the contract, along with any supporting documents uploaded by the student, click 'Download.'

Home Contract Download GT 2 Students

Download learning contract and supporting documents

Download • Syllabus: syllabus.docx

5. After reviewing contracts ready for scheduling, click Logout in the top right corner.

Logout

Once the course section is scheduled in Connect Carolina, it will be automatically loaded to OSM and transitioned to 'loaded to OSM' status in OLCM.

If you have questions, or would like to request help using the application, please send an email to help-appsdev@unc.edu.