

**Fall 2020 and Spring 2021 Section Allocation and TF/TA Appointment Schedule**

**Wed., March 4, 2020**: **Opening of OUE's Section Allocation Tool (SAT) for 2020-2021. Departments begin entering Fall 2020 and Spring 2021 FTE/section allocation requests into the SAT.**

A course must be scheduled in the 2020-21 Schedule of Classes in order for you to request an FTE allocation for course discussion/lab sections (only scheduled courses will appear in the SAT). If you find a course is not in the SAT because it has not been scheduled, please work with your department’s catalog coordinator to schedule as appropriate.

**Wed., March 11, 2020: SAT training** for users, 11am-12pm, 1414 Mass Ave Floor 3R Room 389. [RSVP.](https://oue.fas.harvard.edu/calendar/upcoming)

**Wed., Sept 9, 2020:** Students’Course Registration Deadline for Fall 2020 term

**Fri., Oct 30, 2020**: **Deadline for departments to enter Spring 2021 TF/TA appointments in AURORA** and submit documentation to the GSAS in order to guarantee January payroll. Appointments submitted after this date may not make the first regular payroll in January.\*

**IMPORTANT:** Contact instruct@fas.harvard.edu if you need help with appointing priority students.

**Fri., Jan. 29, 2021:** Students’ Course Registration Deadline for Spring 2021 term

\* ALL actions must have an active I-9 on file or they cannot be approved by OUE and GSAS; without an active I-9 on file, an August or January check cannot be guaranteed.