Course Builders Meeting
January 5, 2012
CRN Issues

- Currently cannot add any new courses to Spring 2012, but very close to having this resolved
- Starting in Fall 2012, all courses have been assigned new CRNs
- Spring 2013, all courses will also get new CRNs
- Starting Fall 2013 and continuing forward, CRNs will roll from like semester to like semester (except Winter terms)
How to find courses in Banner

- Demo
Cross-Listing Issues

- Only courses that were active and cross-listed in Fall 2011 are currently cross-listed in Fall 2012
- Review all cross-listings carefully to ensure accuracy
- If you need new cross-list identifiers, email cfchanges@binghamton.edu
Cross-Listing in Banner

- Refresher on how to cross list courses
  SSAXLST form in Banner
    ◦ Remember to update cross-list enrollment
    ◦ Remember to add parent indicator on SSADETL form

- Item duplicate feature to add meeting pattern and instructor to cross-listed courses
  On SSASECT form in Banner
Viewing your schedule

- Daily output of courses
- File for each school
- Look at date in file title to ensure using the most up to date file

`\reports\reports\schedule_of_classes`
Large Room Requests

- Courses of 80 or more students
- Spreadsheet will be sent out Jan. 23rd
- Make corrections to spreadsheet
- Large room requests due Jan. 27th
  - Send updated spreadsheet to classrooms@binghamton.edu
Standard Meeting Patterns

- Please follow standard meeting patterns, especially standard start times, for courses to be held in general purpose classrooms.
- Pay attention to the courses that you offer in prime time (highlighted in green).
- Starting Fall 2012, TR Downtown Center 3 Hour Courses return to 1:40 start time.

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<thead>
<tr>
<th>M-W-F</th>
<th>M-T-W-R-F</th>
<th>T-R</th>
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<tbody>
<tr>
<td>Campus</td>
<td>Downtown Center</td>
<td>Campus</td>
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<tr>
<td>Current Meet Times</td>
<td>3 Hour Courses</td>
<td>Current Meet Times</td>
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<tr>
<td>8:30-9:30</td>
<td>8:15-11:15</td>
<td>8:30-9:55</td>
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<td>9:40-10:40</td>
<td>10:05-11:30</td>
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<td>10:50-11:50</td>
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<td>12:00-1:00</td>
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<td>1:10-2:10</td>
<td>2:50-4:15</td>
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<td>2:20-3:20</td>
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<td>5:50-8:50</td>
<td>6:00-9:00</td>
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</tbody>
</table>
Course Numbering

- **Stand Alone Courses-Numeric**
  - Lectures 90
  - Discussions 01, 02, 03…..
  - Activity 50, 51, 52…..

- **Linked Courses-always have letter first**
  - Lectures A 0, B 1, C 2,.…..
  - Discussions A01, A02, A03, B01, B02…..
  - Activity A50, A51, A52, B50, B51, B52…..
Important Dates

- **Course Building Periods**
  - Now thru Jan. 13th
  - Feb 6th - 17th
  - Mar. 1st – 9th

- **Large Rooms**
  - Spreadsheet will be sent on Jan. 23rd
  - Requests due Jan 27th (make changes to spreadsheet)

- **Back to Back, Disability Related and Technology requests due Feb. 16th**

- **Meet Pattern Percentage Reports- Jan. 18th, Feb. 22nd & Mar. 14th**

- **Fall 2012 Schedule on-line Mar. 23rd**
Questions