Outline

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- General Education Designations
- CRNs
- Cross-Listing
- Item Duplicate
- Course Look-Up
- Large Room Requests
- Standard Meeting Patterns
- Course Numbering
- General Reminders
- Viewing your schedule in the reports folder
Compressed Schedule

**July**

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Compressed Schedule

- The course building schedule is very tight this semester. Please plan accordingly to meet the established deadlines.
- Make use of Sept 17, 18, and 26, when classes are not in session, to get your schedule built and to make adjustments.
- Edit reports will be sent at various times during the 2nd and 3rd open course building periods. Please pay close attention to these reports and make necessary corrections.
Important Dates - Spring 2013 Course Building

- Course Building Periods
  - July 23-Aug 10
  - Sept 10-Sept 21
  - Sept 26-Oct 4

- Large Rooms
  - Spreadsheet will be sent on Aug 22
  - Requests due Sept 17 (make changes to spreadsheet)

- Back to Back, Disability Related and Technology requests due Sept 24

- Meet Pattern Percentage Reports - Sept 20 & Sept 27

- Spring 2013 Schedule on-line Oct 22

- Spring 2013 Final Exam requests due Nov 30
  - New request form
Important Dates - Winter/Summer 2013 Course Building

- Summer Course Building Periods
  - Oct 22-26
  - Nov 5-9
- Winter 2013 Schedule on-line Nov 16
- Summer 2013 Schedule on-line Nov 26
General Education Designations

- **General Education website**
- **Faculty and Departments:** General Education Course Submissions

- Liz Abate
  - labate@binghamton.edu
  - 7-2146
CRN Issues

- Spring 2013 courses have been assigned new CRNs
- Starting Fall 2013 and continuing forward, CRNs will roll from like semester to like semester (except Winter terms)
Cross-Listing Issues

- When the schedule is rolled with new CRNs, cross-listings are lost. CBASM will add cross-listings to Spring 2013 courses that were active and cross-listed in Spring 2012 (you can add cross-listings during open course building periods)
- Review all cross-listings carefully to ensure accuracy
- Remember, the parent department is responsible for ensuring all aspects of the child course(s) are correct and match that of the parent course
- Update cross-list enrollments on the SSAXLST form
- Add parent indicators on SSADETL form
Cross-List Identifiers

- A block of cross list identifiers has been assigned to your department and will be sent to you.
- There are a finite number of cross-list identifiers available. When inactivating cross-listed courses, remove the cross-listings (SSAXLST form) and the parent indicators (SSADETL form).
- If you need additional cross-list identifiers, email cfchanges@binghamton.edu.
- Refer to the videos on the Resources page of the CBASM website for cross-listing instructions.
SSAXLST Form

- Type in term and cross list identifier and then do a “next block”
- Add/update the maximum enrollment (total for all cross-listed courses)
- Add CRNs by typing them in
- Remove courses from the cross-listing by selecting the CRN and do a record remove
Item Duplicate Feature

- Use the item duplicate feature to add meeting patterns and instructors to cross-listed courses.
Item Duplicate Feature

- A “next block” will display instructor and location information for cross-listed courses.
- By double clicking on the CRN with the information to add, you will be returned to SSASECT with the information added.
Course Look-Up in Banner

- From SSASECT, click on the arrow to the right of the CRN box.
Course Look-Up in Banner

- Enter criteria you would like to search on
- Hit “F8” key on keyboard to return courses that meet your criteria
Course Look-Up in Banner

- Scroll through the list to find the course you are looking for
- Double click on the CRN to bring up the course on SSASECT
Once at the SSASECT screen, do a “next block” to display the information for the course.
Large Room Requests

- Courses of 80 or more students
- Spreadsheet will be sent out Aug 22
- Make corrections to spreadsheet
- Large room requests due Sept 17
- Send updated spreadsheet to classrooms@binghamton.edu

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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) and those offered on T/R.
- Standard Downtown Center meeting patterns will apply M-W-F (no 1:15 start time on TR).

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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.....
General Reminders

• Session 7 codes-on the main tab of SSASECT
  • Add a session 7 code when course will be held in a departmental room or a computer pod
  • Remove session 7 codes from courses that need a general purpose classroom assigned
  • For computer pods, send a copy of your reservation confirmation to classrooms@binghamton.edu
  • For distance learning courses, there should be a session 7 code and the building should be “DI” and the room should be “LEARN”

• 3 hour courses
  • Will be scheduled in University Downtown Center if during prime time
  • Can be schedule during prime time in departmental rooms
  • Will be scheduled out of prime time in general purpose classrooms on the main campus, space permitting
General Reminders

- Prime Time and Tuesday/Thursday percentages
  - Your department should not exceed more than 50% of courses in Prime Time and should not exceed more than 50% of course on Tuesday/Thursday
  - Reports will be sent out on Sept 20 and 27. Departments exceeding the 50% rules will be asked to move courses to comply with the rules

- Fees
  - Information, including fee amount, must be included in the course description.
  - Reports will be sent out indicating courses that need to have this information added.

- Requests to add Harpur “W”s should be sent to cfchanges@binghamton.edu
General Reminders

- **CBASM website** is a valuable resource
  - This presentation can be found on the “Resources” page under Course Building Documents/Forms
- Remember to use the office email accounts, cfchanges@binghamton.edu and classrooms@binghamton.edu rather than our personal email accounts - *someone is always monitoring the departmental accounts even if we are out of the office*
- Registration related questions should be referred to Financial Aid and Student Records
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/correct semester
- By next week, spreadsheet of rolled spring 2013 schedule will be available
- Daily reports will be run starting July 23

\\reports\\reports\\schedule_of_classes
Questions