Agenda

- Gen Eds-Liz Abate
- Schedule Announcements
- What you need to be doing for building your Spring 2012 schedule while course building is on
- What you can do to your Spring 2012 schedule when course building is NOT on
- Cross List Identifiers
- Cross Listed Courses
- Linked Courses
- Course/Section Numbering
- Large Room Assignments
- Standard Meet Patterns
- Session 7 Codes
- Reports drive
- SSB changes
- CBASM Website
- E-mailing CBASM
General Education Designations

- Liz Abate
  - labate@binghamton.edu
  - 7-2146
Schedule Announcements

- Banner open for final adjustments to Spring 2012 Course Building now through October 12th.
  - Second round of edit reports for this week have been sent out and another set will be sent out early next week
  - By October 24th, ensure all instructors, restrictions, and course descriptions are accurately reflected in Banner
- If you have not already sent your lists of courses to receive Harpur “W”s, please send to cfchanges@binghamton.edu ASAP
- Banner open for initial Summer 2012 Course Building October 24th-28th and for adjustments November 7th -11th.
- Spring 2012 schedule will go to the web October 31st
- Summer 2012 schedule will go the web November 28th
- Refer to the Banner Deadlines memo for these dates
Quiz

1. What Banner form can you access even when course building is not open to add/remove instructors?
   a) SIAASGN

2. On what Banner form does the Parent Indicator go?
   a) SSADETL Contract Block and Schedule Information tab

3. If a course is a distance learning course, should it have a session 7 code?
   a) YES and the building should be “DI” and room “LEARN”

4. Is the numbering correct on these linked lecture, discussion and lab sections:
   CBASM 90 (lecture)
   CBASM A01 (discussion)
   CBASM A51 (lab)
   a) No, the lecture should be A 0

5. True or false, on cross listed courses the parent course is responsible for activating/inactivating all courses within the cross listing and updating the enrollment on the SSAXLST form?
   a) TRUE-the parent course is responsible for updating ALL information about courses within the cross listing.
What you need to be doing for building your Spring 2012 schedule while course building is on

- Activating/Inactivating Courses
- Building New Courses
- Building Independent Study Courses
- Adding/removing cross-listings
- Linking Courses
- Editing Courses
  - Credits
  - Titles for Topics Courses
  - Meeting Patterns
  - Enrollment Limits
  - Fees
- Correcting information from Edit Reports
What you can do to your Spring 2012 schedule when course building is NOT on

- Add/Remove Restrictions to Courses-SSARRES form in Banner
- Add/Remove Instructors-SIAASGN form in Banner
- Add/Update Course Descriptions-SSATEXT form in Banner
  - As a reminder, for courses that have a fee associated with them, the course description must include that the fee.
Cross List Identifiers

- **Remove Cross List Identifiers for Courses No Longer Offered** *(refer to the video on the CBASM website)*
- **Reuse Cross List Identifiers**
  - There are a limited number of cross list identifiers available in the system
- If you need additional cross list identifiers, email [cfchanges@binghamton.edu](mailto:cfchanges@binghamton.edu)
Cross Listed Courses

- Make sure there is a parent course identified
  - Parent indicators go on the “Contract Block and Schedule Information” tab of SSADETL
- The parent is responsible for updating information on ALL courses within the cross listing
- Meet patterns, titles, and instructors should match for each course within the cross listing
  - Exception: Meets with Courses
- After inactivating courses within a cross listing, use the SSAXLST form to remove the course from the cross listing (refer to the video on the CBASM website)
- When changing limits on cross listed courses, update the total enrollment on the SSAXLST form
- When changing meet patterns, instructors, title, and course descriptions, be sure to update this information on all courses within the cross listing
Linked Courses

- When activating/inactivating linked courses, make sure to activate/inactivate the associated linked sections.
- Make sure that enrollment totals add up.
  - The total enrollment for a lecture should equal the enrollment for the linked discussion sections.
- Link Identifiers go on the main page of SSASECT.
- Link Connectors go on the “Section Links/Corequisites” tab of the SSADETL form.
Course/Section 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.....
Large Room Assignments

- Large Room Assignments have been sent out
- If you need to make any changes to your large room assignments, email classrooms@binghamton.edu
- There is limited ability to make changes at this point
### Standard Meet Patterns

- For Spring 2012 **ONLY**, new meet pattern for TR 3 hour courses that would have been held at the Downtown Center.
- 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)

<table>
<thead>
<tr>
<th>Current Meet Times</th>
<th>M-W-F</th>
<th>T-R</th>
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<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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<td>8:30-9:30</td>
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<tr>
<td>5:50-8:50</td>
<td>5:50-8:50</td>
<td>6:00-9:00</td>
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Session 7 Codes

- On the main page of SSASECT
- Used to indicate course will not need a general purpose classroom, i.e., will be held in departmental space or computer pod
  - If course will be held in a computer pod, send a copy of your pod reservation to classrooms@binghamton.edu
- If you remove a session 7 code, meaning you want the course scheduled in a general purpose classroom, make sure to remove the building and room. If the course is cross listed, make sure to update on all courses within the cross listing
- If a course is a distance learning course, there should be a session 7 code and the building should be “DI” and room should be “LEARN”
- If a course is offered at an off campus location, there should be a session 7 code and the building should be “OF” and room should be “CAMP”
- Fix any edit reports that indicate there is a Session 7 code, but no building/room identified.
Reports drive

- 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
SSB Changes
SSB Changes
SSB Changes
CBASM Website

http://www2.binghamton.edu/cbasm/index.html
E-mailing CBASM

- Use office email accounts, not personal email accounts when requesting changes or providing additional information.

- In your email, always include:
  - Term
  - CRN
  - Course Number
  - Section Number

- cfchanges@binghamton.edu
- classrooms@binghamton.edu
Questions