

TO: Binghamton University Deans, Department Chairs, and Program Directors

FROM: Michelle Ponczek, Director, Course Building and Academic Space Management

DATE: December 22, 2016

SUBJECT: **Banner Deadlines for Fall 2017 Course Building**

Please refer to the dates below and adhere to these deadlines for establishing your course offerings for the Fall 2017 semester.

January						
Su	M	T	W	R	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
Su	M	T	W	R	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
Su	M	T	W	R	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
Su	M	T	W	R	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
Su	M	T	W	R	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
Su	M	T	W	R	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- Important Date-refer to next page
- Banner open for Fall 2017 Course Building
- Large room requests due
- "Back to back", disability related needs and technology requests due
- Fall 2017 schedule on-line
- No Classes
- Final Exams

Date	Activity
Jan 3-13	Course Building open to make initial modifications (such as inactivating courses that will not be offered) for Fall 2017 schedule.
Jan 4	Spreadsheet distributed with Spring 2017 courses missing instructors. Please add instructor to Banner.
Jan 6	Spreadsheet of Fall 2017 large classes distributed. Use to request large rooms.
Jan 6	Spreadsheet for Spring 2017 Final Exams distributed.
Jan 11	Meet Pattern Percentage Reports distributed to schools and departments. Departments exceeding 65% of courses offered in prime time or 45% on TR need to move some courses to comply with rules.
Jan 11	Course Building Meeting Jan 11th 10:30-12:00 in AM 189. Please send at least one representative from your department to this meeting. Light refreshments will be served.
Jan 17	Spring 2017 classes begin
Jan 20	Spring 2017 Final Exam changes are due. Make changes to Final Exam spreadsheet distributed on Jan 6 th and send to classrooms@binghamton.edu.
Jan 23-Mar 3	Course Building open for final Fall 2017 adjustments to schedule. Edit checks will be distributed on <i>Feb 13, 20, 27, Mar 1&2</i> . For courses offered in departmental rooms, please be sure to add Session 7 and enter building and room in Banner. Please pay close attention to prime-time and TR courses. THIS IS THE FINAL OPEN COURSE BUILDING PERIOD FOR Fall 2017.
Jan 25	Meet Pattern Percentage Reports distributed to schools and departments. Departments exceeding 65% of courses offered in prime time or 45% on TR need to move some courses to comply with rules.
Jan 26	Requests for large rooms (80 and above) are due. Send requests to classrooms@binghamton.edu. Make changes to the large class spreadsheet distributed on Jan 6 th .
Jan 27	Course DROP/ADD Deadline for Spring 2017 full-semester courses
Feb 7	Spring 2017 Final Exam schedule available on BU Brain.
Feb 8	Meet Pattern Percentage Reports distributed to schools and departments. Departments exceeding 65% of courses offered in prime time or 45% on TR need to move some courses to comply with rules.
Feb 22	"Back to back", disability related needs and technology requests due. Please use the on-line forms found on the quick links section of the CBASM website (http://www2.binghamton.edu/cbasml/).
Feb 22	Meet Pattern Percentage Reports distributed to schools and departments. Departments exceeding 65% of courses offered in prime time or 45% on TR need to move some courses to comply with rules.
Mar 1	Meet Pattern Percentage Reports distributed to schools and departments. Departments exceeding 65% of courses offered in prime time or 45% on TR need to move some courses to comply with rules.
Mar 3	Winter Break
Mar 6-22	CBASM will be finalizing the Fall 2017 schedule of classes and assigning classrooms. No changes will be made during this time, except to correct errors with active courses. Inactivating courses and building independent study courses will be done, time permitting.
Mar 23	Fall 2017 schedule of classes available on-line
Apr 8-17	Spring Break

May 4	Monday classes meet
May 9	Last day of classes
May 11-12, 15-17	Final exams
May 19	Graduate School Commencement ceremony
May 20-21	Undergraduate Commencement ceremony
May 30	Summer Session Term I begins
June 30	Last day of Summer Session Term I
July 5	Summer Session Term II begins
Aug 8	Last day of Summer Session Term II

If you have any questions regarding this schedule, please feel free to contact me at 7-4587 or mponczek@binghamton.edu.