

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

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

DATE: December 21, 2018

SUBJECT: **Banner Deadlines for Fall 2019 Course Building**

Please refer to the dates below and adhere to these deadlines for establishing your course offerings for the Fall 2019 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
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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
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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 2019 Course Building
- Large room requests due
- "Back to back", disability related needs and technology requests due
- Fall 2019 schedule on-line
- No Classes
- Final Exams

Date	Activity
Jan 2	Spreadsheet of Fall 2019 large classes distributed. Use to request large rooms.
Jan 3	Spreadsheet distributed with Spring 2019 courses missing instructors. Please add instructor to Banner.
Jan 3	Spreadsheet for Spring 2019 Final Exams distributed.
Jan 4-20	Course Building open to make initial modifications (such as inactivating courses that will not be offered) for Fall 2019 schedule.
Jan 7	Course Building Meeting Jan 7th 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 16	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 22	Spring 2019 classes begin
Jan 25	Spring 2019 Final Exam changes are due. Make changes to Final Exam spreadsheet distributed on Jan 3rd and send to classrooms@binghamton.edu.
Jan 28-Mar 6	Course Building open for final Fall 2019 adjustments to schedule. Edit checks will be distributed on <i>Jan 28, Feb 4, 11, 18, 25, Mar 4, 5</i> . Please pay close attention to prime-time and TR courses. THIS IS THE FINAL OPEN COURSE BUILDING PERIOD FOR Fall 2019.
Jan 30	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 31	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 2nd.
Feb 4	Course DROP/ADD Deadline for Spring 2019 full-semester courses
Feb 8	Spring 2019 Final Exam schedule available on BU Brain.
Feb 13	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 20	"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 27	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 5	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 7-24	CBASM will be finalizing the Fall 2019 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 16-24	Spring Break
Mar 25	Fall 2019 schedule of classes available on-line
May 10	Last day of classes
May 11-12	Reading Days

May 13-17	Final exams
May 17	Graduate School Commencement ceremony
May 18-19	Undergraduate Commencement ceremony
May 28	Summer Session Term I begins
June 28	Last day of Summer Session Term I
July 8	Summer Session Term II begins
Aug 9	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.