

# Course Builders Meeting

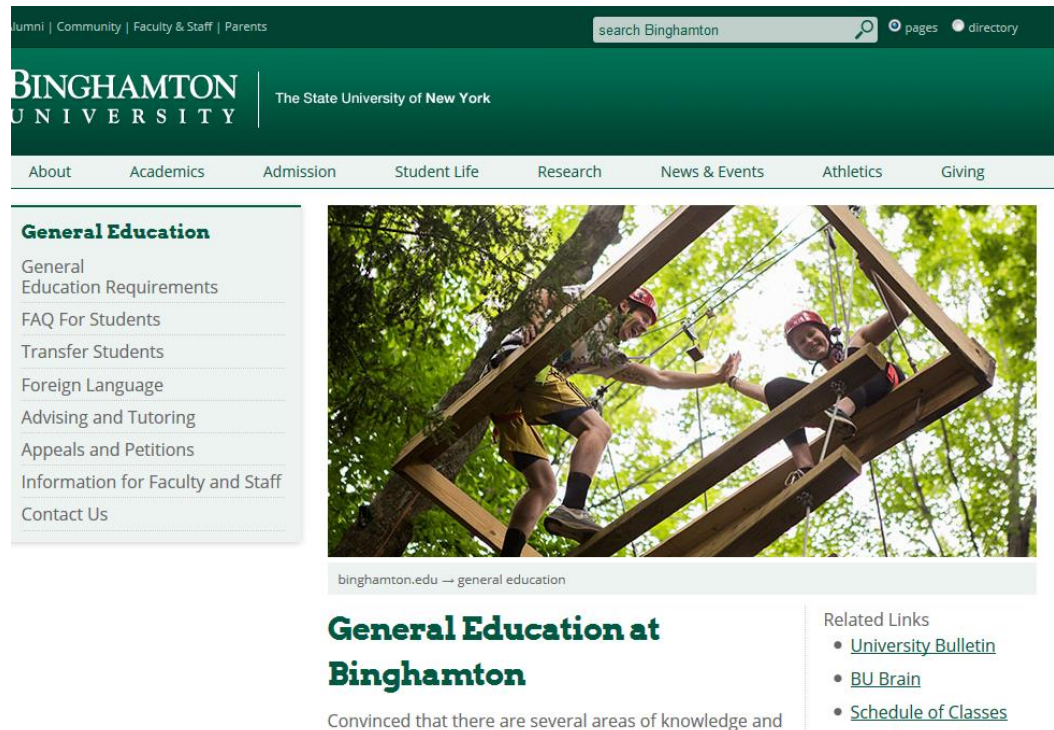
January 11, 2017

# Agenda

- \* General Education Designations
- \* Academic Calendar
- \* Important Dates
- \* Course Building Review
- \* Final Exam Policy/Scheduling
- \* Large Room Assignments
- \* BB1/BB2
- \* Credit Hour Set Up-NONE

# General Education Designations

- \* [General Education website](#)
- \* [General Education Course Submissions Form](#)
- \* Liz Abate
  - \* [labate@binghamton.edu](mailto:labate@binghamton.edu)
  - \* 7-2146
- \* Remember, do not include references to Gen Eds in course descriptions



The screenshot shows the Binghamton University website's General Education page. At the top, there is a navigation bar with links for Alumni, Community, Faculty & Staff, and Parents, along with a search bar and links to pages and the directory. Below this is a dark green header with the Binghamton University logo and the text "The State University of New York". A horizontal menu contains links for About, Academics, Admission, Student Life, Research, News & Events, Athletics, and Giving. The main content area features a "General Education" section with a list of links: General Education Requirements, FAQ For Students, Transfer Students, Foreign Language, Advising and Tutoring, Appeals and Petitions, Information for Faculty and Staff, and Contact Us. To the right of this list is a large photograph of two students climbing a wooden structure in a forest. Below the photo is a breadcrumb trail: "binghamton.edu → general education". The section is titled "General Education at Binghamton" in bold green text. Below the title is the text "Convinced that there are several areas of knowledge and". To the right of this text is a "Related Links" section with three bullet points: "University Bulletin", "BU Brain", and "Schedule of Classes".

Alumni | Community | Faculty & Staff | Parents

search Binghamton

**BINGHAMTON**  
UNIVERSITY | The State University of New York

About Academics Admission Student Life Research News & Events Athletics Giving

**General Education**

- General Education Requirements
- FAQ For Students
- Transfer Students
- Foreign Language
- Advising and Tutoring
- Appeals and Petitions
- Information for Faculty and Staff
- Contact Us

binghamton.edu → general education

**General Education at Binghamton**

Convinced that there are several areas of knowledge and

Related Links

- [University Bulletin](#)
- [BU Brain](#)
- [Schedule of Classes](#)

# Academic Calendar-Spring 2017

- \* Classes begin: Tuesday January 17
- \* Technology Maintenance Day: Apr 11
- \* Thursday May 4 **Monday classes will meet**
- \* Last day of classes: May 9
- \* Reading Days: May 10, 13 & 14
- \* Final Exams: May 11, 12, 15, 16, 17

[View 2016/2017  
Academic  
Calendar](#)

# Academic Calendar-Fall 2017

## NOTE CHANGES

- \* Classes begin: **Wednesday, August 23**
- \* Technology Maintenance Day: Thursday, September 21
- \* Wednesday, November 22 **No classes**
- \* Wednesday, December 6 **Monday classes meet**
- \* Last day of classes: Friday, December 8
- \* Reading Days: Saturday & Sunday, December 9 & 10
- \* Final Exams: Monday to Friday, December 11 to 15
- \* *Winter session begins Monday, December 18*

[View 2017/2018  
Academic  
Calendar](#)

# Important Dates- Fall 2017 Course Building

- \* **Course Building Fall2017**

- \* **Jan 3-13**
- \* **Jan 23-Mar 3**

- \* **No Course Changes**

- \* **Mar 6-22** CBASM will only make changes to correct errors. Inactivating courses/building independent study courses will be done, time permitting.

- \* **Large Rooms**

- \* Spreadsheet sent on **Jan 6**
- \* Requests due **Jan 26** (make changes to spreadsheet)

- \* **Back to Back, Disability Related and Technology** requests due **Feb 22**

- \* **Final Exams**

- \* **Jan 4** CBASM distributed list of Spring 2017 missing instructors. Add instructors to Banner.
- \* **Jan 6** CBASM distributed spreadsheet
- \* **Jan 20** changes from departments due
- \* **Feb 7 Spring 2017** schedule available on the final exam website

- \* **Meet Pattern Percentage Reports-** **Jan 11, Jan 25, Feb 8, Feb 22, Mar 1**

- \* **Fall 2017 Schedule** on-line **Mar 23**

# Course Building Review

Test your Course  
Building Knowledge

# 1

Name 3 things that the parent department is responsible for doing during course building.

- Does all course building for all courses within the cross listing
  - Activates cross-listed courses
  - Inactivates courses within the cross-listing and removes them from the cross-listing
  - Updates any information about the course on all courses within the cross-listing
- Ensures that the total enrollment on the SSAXLST form matches the sum of the enrollment of all sections within the cross listing.
- Ensures there is a parent identifier of the SSADETL form.
- Ensure that the course titles, instructors, and meet patterns are the same on all courses within the cross-listing.



# 2

I need to make a time change to spring 2017 course and students are already registered and the course is in a general purpose classroom. What do I need to do?

- A request should be sent to [cfchanges@binghamton.edu](mailto:cfchanges@binghamton.edu) and [classrooms@binghamton.edu](mailto:classrooms@binghamton.edu) with the new meet pattern.
  - We will check to see if a general purpose classroom is available.
- You will need to review the schedules of the students registered in the course for a scheduling conflict with the new days/times.
- Students with conflicts will need to be dropped from the course and sent an email explaining why. Any students without a conflict may remain registered in the course, but will also need to be sent an email.
- Copies of the emails should be sent to [cfchanges@binghamton.edu](mailto:cfchanges@binghamton.edu) so the meet pattern can be changed and a new classroom assigned.

# 3

Who determines if a course gets a Harpur W and how does it get added to a course?

- Harpur departments can designate which of their courses should receive a Harpur W.
- An email should be sent to [cfchanges@binghamton.edu](mailto:cfchanges@binghamton.edu) to have the W added to the course.

# 4

## Where do I get cross-list identifiers?

- Each department was provided with a set of cross-list identifiers to be used for each semester.
- Cross-list identifiers should be re-used. When a set of cross-listed courses is inactivated, the cross-listing should be removed. That cross-list identifier can then be used to cross-list other courses.
- If a department has no available cross-list identifiers, please email [cfchanges@binghamton.edu](mailto:cfchanges@binghamton.edu) to obtain additional cross-list identifiers.

# 5

How do I know what section number to use for Independent Study courses?

- The section numbers for independent study courses are assigned by the department for each instructor and may range from 01-99.
- It is up to the department to keep track of the IS number for each instructor.

# 6

If I do not submit the final exam spreadsheet, what will happen?

All courses that were on the final exam spreadsheet will be scheduled a final exam based on the CBASM office final exam scheduling procedures.

# 1

When does a technology request need to be submitted and what form do I use?

- Technology requests should be submitted using the Instructor Classroom Request Form for courses that have technology or other special requirements beyond a laptop ready classroom.
- Technology requests should also be used if a VHS is needed.

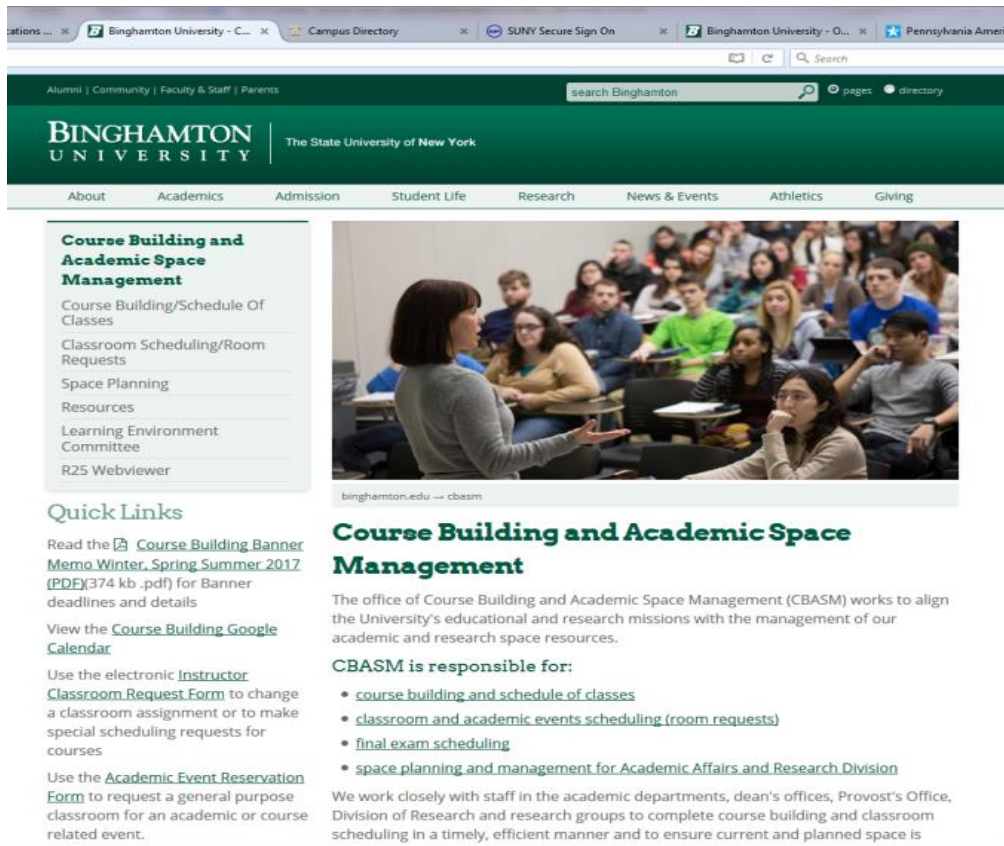
# 2

I need to increase the enrollment on a spring 2017 course, what do I need to do?

- A request should be sent to [cfchanges@binghamton.edu](mailto:cfchanges@binghamton.edu) and [classrooms@binghamton.edu](mailto:classrooms@binghamton.edu) requesting the increase.
- If the new enrollment exceeds the capacity of the room assigned, we will check if an appropriately sized classroom is available and, if so, will make the change to the enrollment and assign a new room.

# 3

Where can I find a copy of this presentation and other information about course building and room scheduling?



The screenshot shows the Binghamton University website. The header includes the university's name and logo, along with navigation links for Alumni, Community, Faculty & Staff, and Parents. A search bar is also present. The main content area features a sidebar with a list of links under the heading "Course Building and Academic Space Management". The main content area includes a photo of a classroom and a section titled "Course Building and Academic Space Management" with a brief description of the CBASM office's mission and a list of responsibilities.

**Course Building and Academic Space Management**

- Course Building/Schedule Of Classes
- Classroom Scheduling/Room Requests
- Space Planning
- Resources
- Learning Environment Committee
- R25 Webviewer

**Quick Links**

Read the [Course Building Banner Memo Winter, Spring Summer 2017 \(PDF\)](#) (374 kb .pdf) for Banner deadlines and details

View the [Course Building Google Calendar](#)

Use the electronic [Instructor Classroom Request Form](#) to change a classroom assignment or to make special scheduling requests for courses

Use the [Academic Event Reservation Form](#) to request a general purpose classroom for an academic or course related event.

**Course Building and Academic Space Management**

The office of Course Building and Academic Space Management (CBASM) works to align the University's educational and research missions with the management of our academic and research space resources.

**CBASM is responsible for:**

- [course building and schedule of classes](#)
- [classroom and academic events scheduling \(room requests\)](#)
- [final exam scheduling](#)
- [space planning and management for Academic Affairs and Research Division](#)

We work closely with staff in the academic departments, dean's offices, Provost's Office, Division of Research and research groups to complete course building and classroom scheduling in a timely, efficient manner and to ensure current and planned space is

The CBASM website ([binghamton.edu/cbasm](http://binghamton.edu/cbasm)) has a variety of information to assist with course building and scheduling.



# 4

How can I see what the schedule will look like if it has not been posted on BU Brain?

File Edit View Insert Format Dashboard Tools Help

@Albany WT J 8 A A B I U %

Advanced Search Dashboard

### Schedule of Classes Advanced Search

Help

**Search by Term:**

201590

Class Search Return to Login Reset

**Subject:**

- All
- AAAS
- ABRD
- ACCT
- AFST
- ANTH
- ARAB
- ARTH

**Course Level:**

- All
- Graduate
- Undergraduate

**Part of Term:**  
Non-date based courses only

- All
- Full Term
- Minicourse First Part of Term

**Course Number:**

**Schedule Type:**

- All
- Activity
- Discussion

**Instructor:**

- All
- Abbate, Santina M.
- Abou-El-Haj, Barbara
- Abou-El-Haj, Rifaat A.

**Instructional Method:**

- All
- Traditional
- Dist Learning Taught by BU Fac

**Session:**  
**General Education:**

- All
- A - Aesthetic Perspective
- B - Both Phys Act and Wellness
- C - Composition

Run the  
BUBrain  
Clone  
Hyperion  
Query

# 5

What do I do if I need to add an instructor to a fall or spring course, but course building is not open?

Use the SIAASGN form to add the instructor, which is always available

The screenshot shows the SIAASGN form in a web browser window titled "Oracle Fusion Middleware Forms Services: Open > SIAASGN". The form is titled "Faculty Assignment SIAASGN 8.6.0.1 (PPRD)". It features a menu bar with "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". Below the menu is a toolbar with various icons. The form itself has a header section with "ID:" and "Term:" fields. The main body is divided into three identical sections, each with a table of fields. The first section has a table with columns: CRN, Session, Subject, Course, Section, Session Credit, Institutional Credit, Percentage of Session, Primary Instructor, and Override Conflicts. Below the table are fields for Workload, Override Workload, Calculated Workload, Assignment Type, Percent Responsibility, Weekly Contact, Total Contact, Compensation Extracted, Generated Credits, FTE, Contract Type, Compensation Applied, Position Number, Position Number Suffix, and Additional Instructors. The second and third sections are identical to the first. At the bottom of the form, there is a status bar with the text "ID number; press LIST for name/ID search, CQUERY for faculty query." and "Record: 1/1".

Note, for winter & summer courses, coordinate any instructor changes with the CLT/Winter & Summer Sessions Office

# 6

Name 3 things wrong with this course set up

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule Form SSASECT 8.9.2S.1 (PPRD)

Term: 201720 CRN: 30366 Create CRN: Copy CRN: Subject: CBSM Course: 101 Title: Course Building Essentials

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences SUNY Institutional Research

Subject: CBSM CBSM-Crse Bldg & Acad Sp Mgmt

Course Number: 101 Title: Course Building Essentials

Section: A 0

Cross List:

Campus: M Main

Status: A Active

Schedule Type: DIS Discussion

Instructional Method: TR Traditional

Integration Partner:

Grade Mode:

Session:

Special Approval:

Duration:

Override Duration:

Part of Term: 1 17-JAN-2017 09-MAY-2017 17

Registration Dates:

Start Dates:

Maximum Extensions: 0 Random Registration Indicator

Prerequisite Check Method: Basic or None CAPP DegreeWorks

CEU Indicator:

Credit Hours: .000 None To Or 4.000

Billing Hours: .000 None To Or 4.000

Contact Hours: .000 None To Or 4.000

Lecture: .000 None To Or 4.000

Lab: None To Or

Other: None To Or

Link Identifier:

Attendance Method:

Weekly Contact Hours:

Daily Contact Hours:

Print

Gradable

Voice Response and Self-Service Available

Tuition and Fee Waiver

Comments

Syllabus

Subject, press Count Query Hits for existing courses, Duplicate Record for credit information.

Record: 1/1

1. Schedule type is wrong-should be LEC
2. No credits set on Billing Hours
3. Gradable box not checked

# 1

If I get this error report, what do I need to do?

Academic Period	CRN	Subj	Parent Subject	Dept	Crs #	Sec #	Status	Instruction Delivery Mode	Building	Room	Schedule	Student Meeting Time
201760	12362	SUBJX	SUBJX	DEPTX	375	01	A	DI	DI	LEARN	DIS	7
201760	12363	SUBJX	SUBJX	DEPTX	573	01	A	DI	DI	LEARN	DIS	7
201760	13408	SUBJY		DEPTY	555	01	A	DZ	DI	LEARN	DIS	7
201760	12913	SUBJZ		DEPTZ	381M	02	A	DZ			DIS	7

Update the Instructional Method on SSASECT to a valid code:  
OS, OA, OC or OH

# 2

If I need to make a change to summer session course and course building is not open, what do I need to do?

Contact Susie Holden in the  
Center for Learning and Teaching Office

# 3

Which set of cross-listings does not follow the rules and why?

<b>A</b> CBSM 101 CBSM 201 CBSM 301 CBSM 401	<b>B</b> CBSM 205 ADMN 405
<b>C</b> CBSM 303 ADMN 403 CBSM 503	<b>D</b> ADMN 108 CBSM 208

Group B is not allowed.

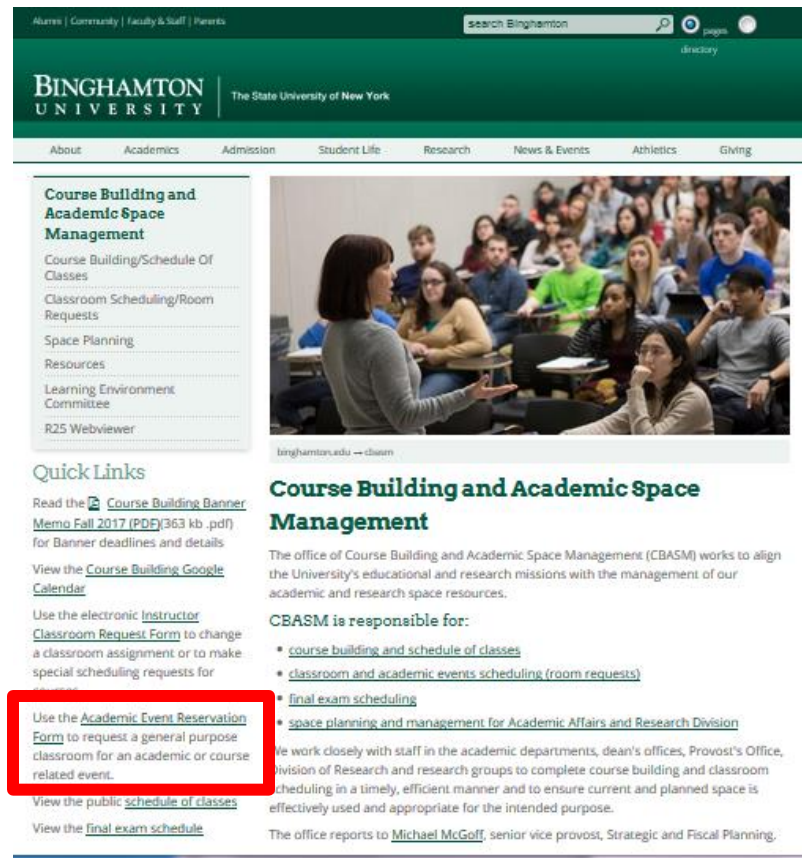
You cannot cross-list lower division (100 & 200 level courses) with upper division courses (300 & 400 level courses) when the courses have different subjects.

# 4

An instructor needs to request a room to show a film on three different dates during the semester, not during regular class times. What is the process to reserve a room?

An Academic Event Reservation form should be completed to request a room for the dates needed.

The form is found on the Quick Links section of the CBASM website.



Alumni | Community | Faculty & Staff | Parents

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directory

**BINGHAMTON UNIVERSITY** | The State University of New York

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**Course Building and Academic Space Management**

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Use the [Academic Event Reservation Form](#) to request a general purpose classroom for an academic or course related event.

View the public [schedule of classes](#)

View the [final exam schedule](#)

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- [final exam scheduling](#)
- [space planning and management for Academic Affairs and Research Division](#)

We work closely with staff in the academic departments, dean's offices, Provost's Office, Division of Research and research groups to complete course building and classroom scheduling in a timely, efficient manner and to ensure current and planned space is effectively used and appropriate for the intended purpose.

The office reports to [Michael McGoff](#), senior vice provost, Strategic and Fiscal Planning.

# 5

I realize that I made an error on my large room request and room assignments have already been made. What should I do?

Email [classrooms@binghamton.edu](mailto:classrooms@binghamton.edu) of the changes needed. We will check for room availability based upon your revised needs.

**Do not make the changes in Banner without first consulting CBASM staff.**



# 6

I am trying to add a new topics course in Banner and I get the following error. Why is this happening and what do I need to do?

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule Form SSASECT 8.9.2S.1 (PPRD)

Term: 201720 CRN: ADD Create CRN: Copy CRN: Subject: Course: Title: Course Building Essentials

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences SUNY Institutional Research

Subject: CBSM CBSM-Crse Bldg & Acad Sp Mgmt CEU Indicator: ☐

Course Number: 160B Title: Credit Hours:  None ☐ To ☐ Or

Section: 0 Billing Hours:  None ☐ To ☐ Or

Cross List:  Contact Hours:  None ☐ To ☐ Or

Campus:  Lecture:  None ☐ To ☐ Or

Status:  Lab:  None ☐ To ☐ Or

Schedule Type:  Other:  None ☐ To ☐ Or

Instructional Method:  Link Identifier:

Integration Partner:  Attendance Method:

Grade Mode:  Weekly Contact Hours:

Session:  Daily Contact Hours:

Special Approval:  ☒ Print ☒ Voice Response and Self-Service Available

Duration:    ☒ Gradable ☐ Tuition and Fee Waiver

Override Duration: ☐   ☐ Long Title ☐ Comments ☐ Syllabus

Part of Term:

Registration Dates:

Start Dates:

Maximum Extensions: 0 ☒ Random Registration Indicator

Prerequisite Check Method: ☒ Basic or None ☐ CAPP ☐ DegreeWorks

\*ERROR\* 160B is invalid. LIST for valid choices.

Record: 1/1 <OSC>

There is not a valid catalog record for this course.

Contact the person responsible for the catalog record (dean's office or advising office) about procedures to have the course added.

# 1

If I get this error report, what do I need to do?

Course Reference Number	Xlist Parent Ind	Xlist Xlst Group	Course Number	Parent Subject	Subject	Offering Number	Status	Xlist Max Enrl	Maximum Enrollment	Calc Xlist Max Enroll
20884	P	2Q	500	CBSM	CBSM	01	A	17	12	12
21988		2Q	574C	CBSM	ADMN	01	I	17	3	12
25777		2Q	504C	CBSM	CBSM	01	I	17	2	12

The calculated max enrollment is 12 because CBSM 500 is the only active course within the cross-listing and has a max enrollment of 12. If the other courses are to be part of the cross-listing, they should be activated. If the inactive courses are not going to be activated, they should be removed from the cross-listing by doing a record remove on the SSAXLST form. (If CBSM 500 was not going to be cross-listed with any courses, it should also be removed from the cross-listing and the parent indicator should be removed from the SSADETL form) The total enrollment on the SSAXLST form should equal the sum of the enrollment of all active sections within the cross-listing.

# 2

If an instructor wants to change the time of a final exam after they have been scheduled, what needs to happen?

- The department chair and dean's office rep must approve the change in time .
- The request to change the exam, along with the approval, must be sent to [classrooms@binghamton.edu](mailto:classrooms@binghamton.edu)
- CBASM will re-schedule the exam at a standard exam time and provide information on the conflicts created in students' exam schedules.

# Winners!!!

# Final Exam Policy

- \* Courses are not required to offer a final exam.
- \* Final exams and end-of-course exams must be offered during the official final examination period, at the time scheduled by the Course Building and Academic Space Management (CBASM) Office.
- \* Students shall not be required to take examinations or turn in take-home finals during the week preceding the final examination period.
- \* Students should not have to take three or more final examinations in one 24-hour period. In cases where students have more than two exams scheduled in a 24-hour period, faculty are urged to arrange a time for a make-up exam. In cases where conflict arises, the faculty member teaching the largest course will be expected to arrange a make-up exam.

# Final Exam

## Information Due Dates & Exam Times

- \* Spreadsheets were sent out last Friday, January 6
- \* Spreadsheets should be returned by **Friday, January 20**
- \* Final Exam schedule will be posted **Tuesday, February 7**
  - \* Each exam will be for one two-hour exam period (additional time must be requested, if needed). Standard final exam times are as follows:

	R	F		M	T	W
	11-May	12-May		15-May	16-May	17-May
<b>08:00-10:00</b>						
<b>10:25-12:25</b>						
<b>12:50-2:50</b>						
<b>3:15-5:15</b>						
<b>5:40-7:40</b>		No Exams				No Exams
<b>8:05-10:05</b>		No Exams				No Exams

# Final Exam Scheduling

## What you need to let us know

Our Assumptions	What you need to tell us
All courses will be scheduled an exam	Courses that will not have a final
All sections of a course will be scheduled together in one or more rooms at the same time.	<p>Specifics about scheduling sections together</p> <ul style="list-style-type: none"> <li>-Do some get scheduled together and others separately at different times?</li> <li>-Do some get scheduled together in one room and others scheduled together in a different room, but all at the same time?</li> </ul>
All exams will be scheduled in a general purpose classroom	Any special locations/room features needed for an exam, e.g., computer pod, departmental room, multi-media
The exam scheduling software will select the date and time	Any courses that require a specific day/time for the exam
Exams will be scheduled in rooms that match the enrollment of the course	Double seating or other seating requirements
Exams will be scheduled for a 2 hour block	Courses that need an exam scheduled for more or less than 2 hours

# Final Exam Scheduling-Cont'd

- \* After the exam scheduler is run, any changes require approval by the department chair and dean's office representative and must follow standard final exam times.
  - \* *The scheduling software allows us to see conflicts created for students when changes are made.*
- \* Review sessions can be scheduled during the final examination period, based on availability of rooms.
- \* **Instructors should check the final exam website before announcing final exam times to students.**



# Large Room Assignments

- \* Spreadsheets were sent out last Friday, January 6
  - \* If you did not receive a spreadsheet, it means that you did not have any active courses in Banner greater than 80 seats
- \* Spreadsheets are due back **Thursday, January 26**
- \* Make changes directly to the spreadsheet
  - \* Only include courses that will need a large room. Add/remove courses, as necessary.
  - \* Change the spreadsheet to reflect the days, times and enrollment that you are requesting
  - \* Include any technology or other special requests on the spreadsheet
- \* Once all requests are received, CBASM will assign courses to rooms and send assignments to departments.
- \* CBASM will add rooms to Banner, correcting days/times according to information provided by departments on the large room requests.
- \* **Once rooms are assigned in Banner, departments must check with CBASM if increases in enrollment (over room capacity) or changes in days/times are needed.**

# BB1/BB2

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule Form SSASECT 8.9.2S.1 (PPRD)

Term: 201720 CRN: 21869 Create CRN: Copy CRN: Subject: MGMT Course: 115 Title: Honors Seminar II

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences SUNY Institutional Research

Subject: MGMT MGMT - Management CEU Indicator: ☐

Course Number: 115 Title: Honors Seminar II Credit Hours: 1.000 ☐ None ☐ To ☐ Or

Section: 01 Billing Hours: 1.000 ☐ None ☐ To ☐ Or

Cross List: FS Contact Hours: 1.000 ☐ None ☐ To ☐ Or

Campus: M Main Lecture: 1.000 ☐ None ☐ To ☐ Or

Status: A Active Lab: ☐ None ☐ To ☐ Or

Schedule Type: DIS Discussion Other: 1.000 ☐ None ☐ To ☐ Or

Instructional Method: TR Traditional

Integration Partner: BB1 Blackboard ILP Group 1

Grade Mode: M SOW Standard Letter

Session:

Special Approval:

Duration:

Override Duration:

Part of Term: 1 17-JAN-2017 09-MAY-2017 17

Registration Dates:

Start Dates:

Maximum Extensions: 0 ☒ Random Registration Indicator

Prerequisite Check Method: ☒ Basic or None ☐ CAPP ☐ DegreeWorks

Attendance Method:

Weekly Contact Hours:

Daily Contact Hours:

☒ Print ☒ Voice Response and Self-Service Available

☒ Gradable ☐ Tuition and Fee Waiver

☐ Long Title ☐ Comments ☐ Syllabus

Subject: press Count Query Hits for existing courses, Duplicate Record for credit information.

Record: 1/1

- \* Integration Partner on SSASECT has BB1/BB2 for Spring 2017 courses. This is for integration with Blackboard and fixes a glitch with Banner. May not be needed in future semesters.
- \* DO NOT FILL IN THIS FIELD

# Credit Hour Set Up-None

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule Form SSASECT 8.9.2S.1 (PPRD)

Term: 201720 CRN: 19998 Create CRN: Copy CRN: Subject: ENG Course: 300N Title: Legacies of Violence in US Fic

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences SUNY Institutional Research

Subject: ENG ENG - English  
Course Number: 300N Title: Legacies of Violence in US Fic  
Section: 01  
Cross List:  
Campus: M Main  
Status: A Active  
Schedule Type: DIS Discussion  
Instructional Method: TR Traditional  
Integration Partner: BB1 Blackboard ILP Group 1  
Grade Mode:  
Session:  
Special Approval:  
Duration:  
Override Duration:  
Part of Term: 1 17-JAN-2017 09-MAY-2017 17  
Registration Dates:  
Start Dates:  
Maximum Extensions: 0  
Prerequisite Check Method: Basic or None CAPP DegreeWorks

CEU Indicator:  
Credit Hours: 4.000 None To Or  
Billing Hours: 4.000 None To Or  
Contact Hours: 4.000 None To Or  
Lecture: 4.000 None To Or  
Lab: None To Or  
Other: 4.000 None To Or  
Link Identifier:  
Attendance Method:  
Weekly Contact Hours:  
Daily Contact Hours:  
Print Voice Response and Self-Service Available  
Gradable Tuition and Fee Waiver  
Long Title Comments Syllabus

Subject, press Count Query Hits for existing courses, Duplicate Record for credit information.  
Record: 1/1 <OSC>

- \* When the credit option is None, you do not need to put in a value. The credits shown is the only allowable value and does not need to be filled in.

# Questions

\* ?

\* ?

\* ?