

#### Course Builders Meeting January 5, 2012



#### **CRN** Issues

- Currently cannot add any new courses to Spring 2012, but very close to having this resolved
- Starting in Fall 2012, all courses have been assigned new CRNs
- Spring 2013, all courses will also get new CRNs
- Starting Fall 2013 and continuing forward, CRNs will roll from like semester to like semester (except Winter terms)

# How to find courses in Banner

#### • Demo



# **Cross-Listing Issues**

- Only courses that were active and crosslisted in Fall 2011 are currently crosslisted in Fall 2012
- Review all cross-listings carefully to ensure accuracy
- If you need new cross-list identifiers, email <u>cfchanges@binghamton.edu</u>



# Cross-Listing in Banner

- Refresher on how to cross list courses SSAXLST form in Banner
  - Remember to update cross-list enrollment
  - Remember to add parent indicator on SSADETL form
- Item duplicate feature to add meeting pattern and instructor to cross-listed courses

On SSASECT form in Banner

# 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

schedule_of_classes				→	
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites	<u>T</u> ools <u>H</u> elp				
🕞 Back 👻 🕥 - 🤧	Search 🎼 Folders 🛄 -				
Address (()reports\reports\sch	nedule_of_classes				💌 🄁 Go
	Name	Size	Туре	Date Modified 💌	
File and Folder Tasks	ScheduleGradSchool-2011100	5 KB	Microsoft Office Exc	10/4/2011 8:31 AM	
🤭 Make a new folder	ScheduleNursing-20111004.xls	490 KB	Microsoft Office Exc	10/4/2011 8:31 AM	
	ScheduleManagement-20111	338 KB	Microsoft Office Exc	10/4/2011 8:31 AM	
Publish this folder to the Web	ScheduleEducation-20111004	308 KB	Microsoft Office Exc	10/4/2011 8:15 AM	
Web	ScheduleWatson-20111004.xls	1,785 KB	Microsoft Office Exc	10/4/2011 8:15 AM	
	CCPASchedule-20111004.xls	375 KB	Microsoft Office Exc	10/4/2011 8:02 AM	
Other Places	ArpurSchedule-20111004.xls	11,049 KB	Microsoft Office Exc	10/4/2011 8:01 AM	
	ScheduleGradSchool-2011100	5 KB	Microsoft Office Exc	10/3/2011 8:31 AM	
😪 reports	ScheduleNursing-20111003.xls	490 KB	Microsoft Office Exc	10/3/2011 8:31 AM	
My Documents	ScheduleManagement-20111	338 KB	Microsoft Office Exc	10/3/2011 8:31 AM	
😡 My Computer	ScheduleEducation-20111003	308 KB	Microsoft Office Exc	10/3/2011 8:15 AM	
My Network Places	ScheduleWatson-20111003.xls	1,776 KB	Microsoft Office Exc	10/3/2011 8:15 AM	
3 Hy Hochon Haces	CCPASchedule-20111003.xls	375 KB	Microsoft Office Exc	10/3/2011 8:01 AM	
	HarpurSchedule-20111003.xls	11,040 KB	Microsoft Office Exc	10/3/2011 8:01 AM	
Details	ScheduleGradSchool-2011093	5 KB	Microsoft Office Exc	9/30/2011 8:31 AM	
	ScheduleNursing-20110930.xls	490 KB	Microsoft Office Exc	9/30/2011 8:31 AM	
schedule_of_classes	ScheduleManagement-20110	338 KB	Microsoft Office Exc	9/30/2011 8:31 AM	
File Folder	ScheduleEducation-20110930	308 KB	Microsoft Office Exc	9/30/2011 8:15 AM	
	ScheduleWatson-20110930.xls	1,776 KB	Microsoft Office Exc	9/30/2011 8:15 AM	
	CCPASchedule-20110930.xls	375 KB	Microsoft Office Exc	9/30/2011 8:01 AM	
	HarpurSchedule-20110930.xls	11,040 KB	Microsoft Office Exc	9/30/2011 8:01 AM	
	ScheduleGradSchool-2011092	5 KB	Microsoft Office Exc	9/29/2011 8:31 AM	
	ScheduleNursing-20110929.xls	490 KB	Microsoft Office Exc	9/29/2011 8:31 AM	
	ScheduleManagement-20110	338 KB	Microsoft Office Exc	9/29/2011 8:31 AM	
	ScheduleEducation-20110929	308 KB	Microsoft Office Exc	9/29/2011 8:15 AM	
	ScheduleWatson-20110929.xls	1,776 KB	Microsoft Office Exc	9/29/2011 8:15 AM	
	CCPASchedule-20110929.xls	375 KB			

\\reports\reports\schedule\_of\_classes

## Large Room Requests

- Courses of 80 or more students
- Spreadsheet will be sent out Jan. 23<sup>rd</sup>
- Make corrections to spreadsheet
- Large room requests due Jan. 27<sup>th</sup>
  - Send updated spreadsheet to classrooms@binghamton.edu

	COURSE_ REFERENCE _NUMBER		_	OFFERING_	XLIST_ XLST_ GROUP	PARENT_	SCHEDULE_ DESC	MAXIMUM_ ENROLLMENT	_	DAY	-	END_ TIME	stand meet	prime time	MEETING_ HOURS	no_days	COLLEGE_DESC	DEPARTMENT_DESC	PRIMARY_INS TRUCTOR_LAS T_NAME
201220	11394	PSYC	220	01	EX	Р	Discussion	200	241	TR	1005	1130	Y	Y	2.83	2	UG Harpur	Psychology	Friedman
201220	11396	PSYC	220	02	EX		Discussion	41	241	TR	1005	1130	Y	Y	2.83	2	UG Harpur	Psychology	Friedman
201220	10543	PSYC	111	01			Discussion	450		TR	1315	1440	Y	Y	2.83	2	UG Harpur	Psychology	Morrissey
201220	12259	PSYC	243	01			Discussion	240		TR	1450	1615	Y	Y	2.83	2	UG Harpur	Psychology	Morrissey
201220	94734	PSYC	243	02			Discussion	227		TR	0830	0955	Y	N	2.83	2	UG Harpur	Psychology	Westerman
201220	94742	PSYC	327	01			Discussion	150		TR	1625	1750	Y	N	2.83	2	UG Harpur	Psychology	Miller
201220	12267	PSYC	344	A 0			Lecture	200		TR	1140	1240	N	Y	2	2	UG Harpur	Psychology	Morrissey
201220	12269	PSYC	344	A01			Discussion	100		F	0940	1040	N	Y	1	1	UG Harpur	Psychology	Morrissey
201220	12273	PSYC	344	A02			Discussion	100		F	1310	1410	N	Y	1	1	UG Harpur	Psychology	Morrissey
201220	94738	PSYC	351	01			Discussion	227		TR	1140	1305	Y	Y	2.83	2	UG Harpur	Psychology	Pastore
201220	12293	PSYC	356	01			Discussion	241		TR	1315	1440	Y	Y	2.83	2	UG Harpur	Psychology	Bishop
201220	94746	PSYC	360	01			Discussion	150		TR	1315	1440	Y	Y	2.83	2	UG Harpur	Psychology	Lynn
201220	12527	PSYC	362	01			Discussion	97		TR	0830	0955	Y	N	2.83	2	UG Harpur	Psychology	Romero
201220	97023	PSYC	382	01			Discussion	97		MWF	0830	0930	Y	N	3	3	UG Harpur	Psychology	Rourke
201220	12536	PSYC	385	01			Discussion	176		MWF	1310	1410	Y	Y	3	3	UG Harpur	Psychology	Lenzenweger

#### 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)
- Starting Fall 2012,TR Downtown Center 3 Hour Courses return to 1:40 start time

M-W-F	M-T-W-R-F	T-R		
	Downtown			
Campus	Center	Campus		
Current Meet	3 Hour	Current		
Times	Courses	Meet Times		
8:30-9:30	8:15-11:15	8:30-9:55		
9:40-10:40	0.13 11.13			
10:50-11:50		10:05-11:30		
		11.40 1.05		
12:00-1:00		11:40-1:05		
12:00-1:00 1:10-2:10		11:40-1:05 1:15-2:40		
	1.40 4.40			
<b>1:10-2:10</b> 2:20-3:20	1:40-4:40			
1:10-2:10	1:40-4:40	1:15-2:40		
<b>1:10-2:10</b> 2:20-3:20	1:40-4:40	1:15-2:40		

# **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....



#### Important Dates

- Course Building Periods
  - Now thru Jan. 13<sup>th</sup>
  - Feb 6<sup>th</sup>- 17<sup>th</sup>
  - Mar. 1<sup>st</sup> 9<sup>th</sup>
- Large Rooms
  - Spreadsheet will be sent on Jan. 23<sup>rd</sup>
  - Requests due Jan 27<sup>th</sup> (make changes to spreadsheet)
- Back to Back, Disability Related and Technology requests due Feb. 16<sup>th</sup>
- Meet Pattern Percentage Reports- Jan. 18<sup>th</sup>, Feb. 22<sup>nd</sup> & Mar. 14<sup>th</sup>
- Fall 2012 Schedule on-line Mar. 23rd



#### Questions