

# Course Builders Meeting

July 12, 2012

# Outline

- Compressed Schedule
- Important Dates
- General Education Designations
- CRNs
- Cross-Listing
- Item Duplicate
- Course Look-Up
- Large Room Requests
- Standard Meeting Patterns
- Course Numbering
- General Reminders
- Viewing your schedule in the reports folder

# Compressed Schedule

July						
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				

August						
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	

September						
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						

October						
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			

November						
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	

December						
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					

# Compressed Schedule

- The course building schedule is very tight this semester. Please plan accordingly to meet the established deadlines.
- Make use of Sept 17, 18, and 26, when classes are not in session, to get your schedule built and to make adjustments.
- Edit reports will be sent at various times during the 2<sup>nd</sup> and 3<sup>rd</sup> open course building periods. Please pay close attention to these reports and make necessary corrections.

# Important Dates-

## Spring 2013 Course Building

- Course Building Periods
  - July 23-Aug 10
  - Sept 10-Sept 21
  - Sept 26-Oct 4
- Large Rooms
  - Spreadsheet will be sent on Aug 22
  - Requests due Sept 17 (make changes to spreadsheet)
- Back to Back, Disability Related and Technology requests due Sept 24
- Meet Pattern Percentage Reports- Sept 20 & Sept 27
- Spring 2013 Schedule on-line Oct 22
- Spring 2013 Final Exam requests due Nov 30
  - New request form

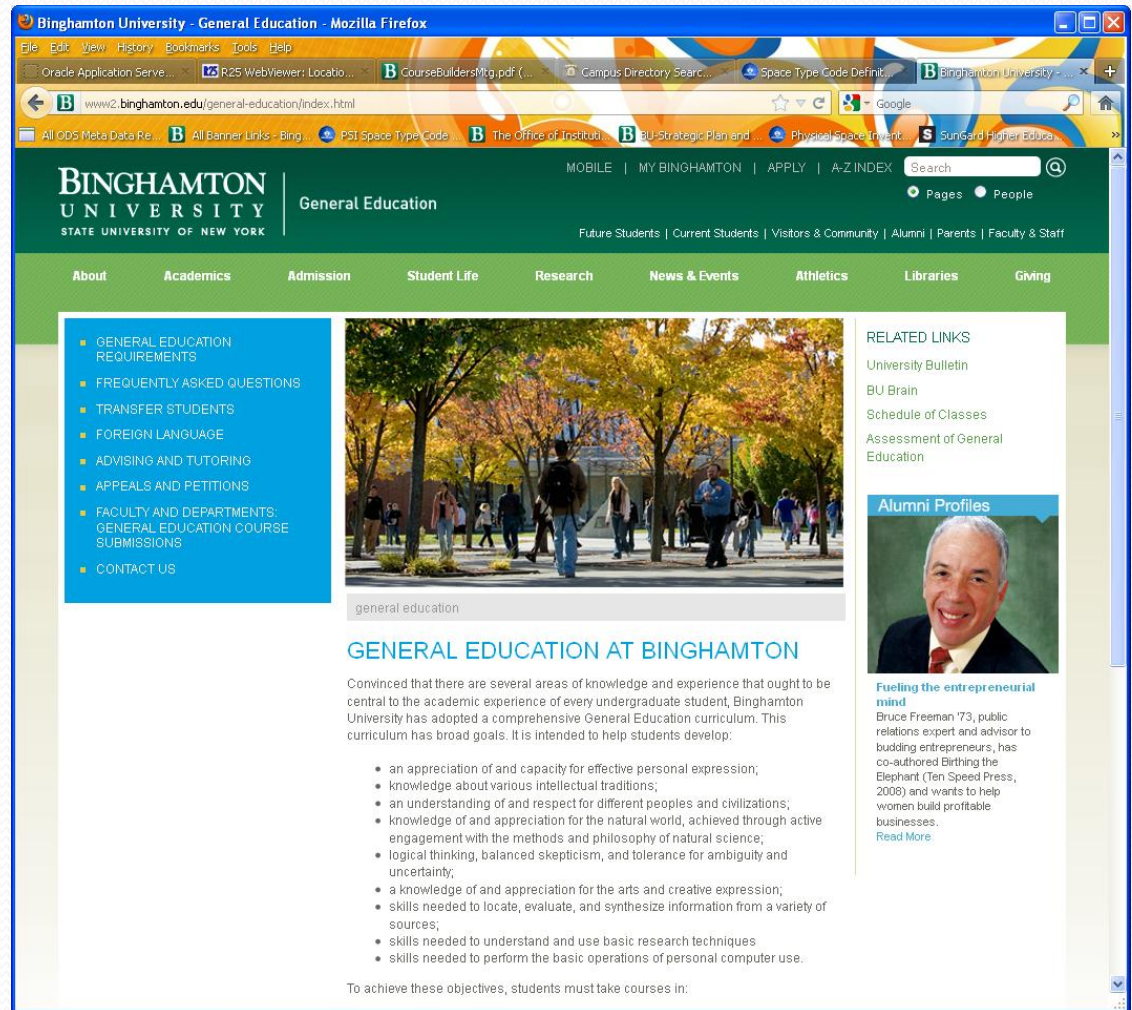
# Important Dates-

## Winter/Summer 2013 Course Building

- Summer Course Building Periods
  - Oct 22-26
  - Nov 5-9
- Winter 2013 Schedule on-line Nov 16
- Summer 2013 Schedule on-line Nov 26

# General Education Designations

- [General Education website](#)
  - [Faculty and Departments: General Education Course Submissions](#)
- Liz Abate
  - [labate@binghamton.edu](mailto:labate@binghamton.edu)
  - 7-2146



# CRN Issues

- Spring 2013 courses have been assigned new CRNs
- Starting Fall 2013 and continuing forward, CRNs will roll from like semester to like semester (except Winter terms)



# Cross-Listing Issues

- When the schedule is rolled with new CRNs, cross-listings are lost. CBASM will add cross-listings to Spring 2013 courses that were active and cross-listed in Spring 2012 (*you can add cross-listings during open course building periods*)
- Review all cross-listings carefully to ensure accuracy
- Remember, the parent department is responsible for ensuring all aspects of the child course(s) are correct and match that of the parent course
- Update cross-list enrollments on the SSAXLST form
- Add parent indicators on SSADETL form

# Cross-List Identifiers

- A block of cross list identifiers has been assigned to your department and will be sent to you.
- There are a finite number of cross-list identifiers available. When inactivating cross-listed courses, remove the cross-listings (SSAXLST form) and the parent indicators (SSADETL form).
- If you need additional cross-list identifiers, email [cfchanges@binghamton.edu](mailto:cfchanges@binghamton.edu).
- Refer to the videos on the Resources page of the [CBASM website](#) for cross-listing instructions.

# SSAXLST Form

[illegible]

- Type in term and cross list identifier and then do a “next block”
- Add/update the maximum enrollment (total for all cross-listed courses)
- Add CRNs by typing them in
- Remove courses from the cross-listing by selecting the CRN and do a record remove

# Item Duplicate Feature

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Previous  
Next  
Clear  
Duplicate

Term: 201220 CRN: (BANPROD) Create CRN: Copy CRN: Subject: GEOG Course: 361 Title: Intro to Raster GIS & GPS

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

Times and Instructors Scheduler Preferences

Meeting Times

Meeting Dates Meeting Location and Credits

Meeting Time	Meeting Type	Start Date	End Date	Desired Facility	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time	Session Indicator
	DISC	30-JAN-2012	11-MAY-2012	01 Class...		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				1450	1615	01

Instructor Session Indicator

ID	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01 B00071005 Hsu, Shin Y.	.000	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100

Duplicate  
Record: 1/1 | List of Valu... | <OSC>

- Use the item duplicate feature to add meeting patterns and instructors to cross-listed courses

# Item Duplicate Feature

Oracle Developer Application - Web: Open > SSASECT - SSAXMTI

File Edit Options Block Item Record Query Tools Help

Cross List Meeting Time/Instructor Query SSAXMTI 8.0 (BANPROD)

Term: 201220 Spring 2012 Cross List Group Identifier: AM

### Meeting Time

CRN	Start Date	End Date	Meeting Type	Days	Begin Time	End Time	Building	Room	Schedule Type	Override	Session Credits	Session Indicator
95173	30-JAN-2012	11-MAY-2012	DISC	T R	1450	1615	SW	206	DIS		4.000	01
95178	30-JAN-2012	11-MAY-2012	DISC	T R	1450	1615	SW	206	DIS	O	4.000	01

### Instructor

Session Indicator	ID	Percent	Primary Indicator	Override Indicator	Percent Session
01	B00071005 Hsu, Shin Y.	100	Y	O	100

CRN Selection; Select Option. for Schedule Form.

Record: 1/2 | | ... | | <OSC>

- A “next block” will display instructor and location information for cross-listed courses
- By double clicking on the CRN with the information to add, you will be returned to SSASECT with the information added

# Course Look-Up in Banner

- From SSASECT, click on the arrow to the right of the CRN box

Click on arrow

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule Form SSASECT 8.5.1.3S (BANPROD)

Term: 201320 CRN: 10001 Create CRN: Copy CRN: Subject: GEOG Course: 101 Title: Intro To Geography (LEC)

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

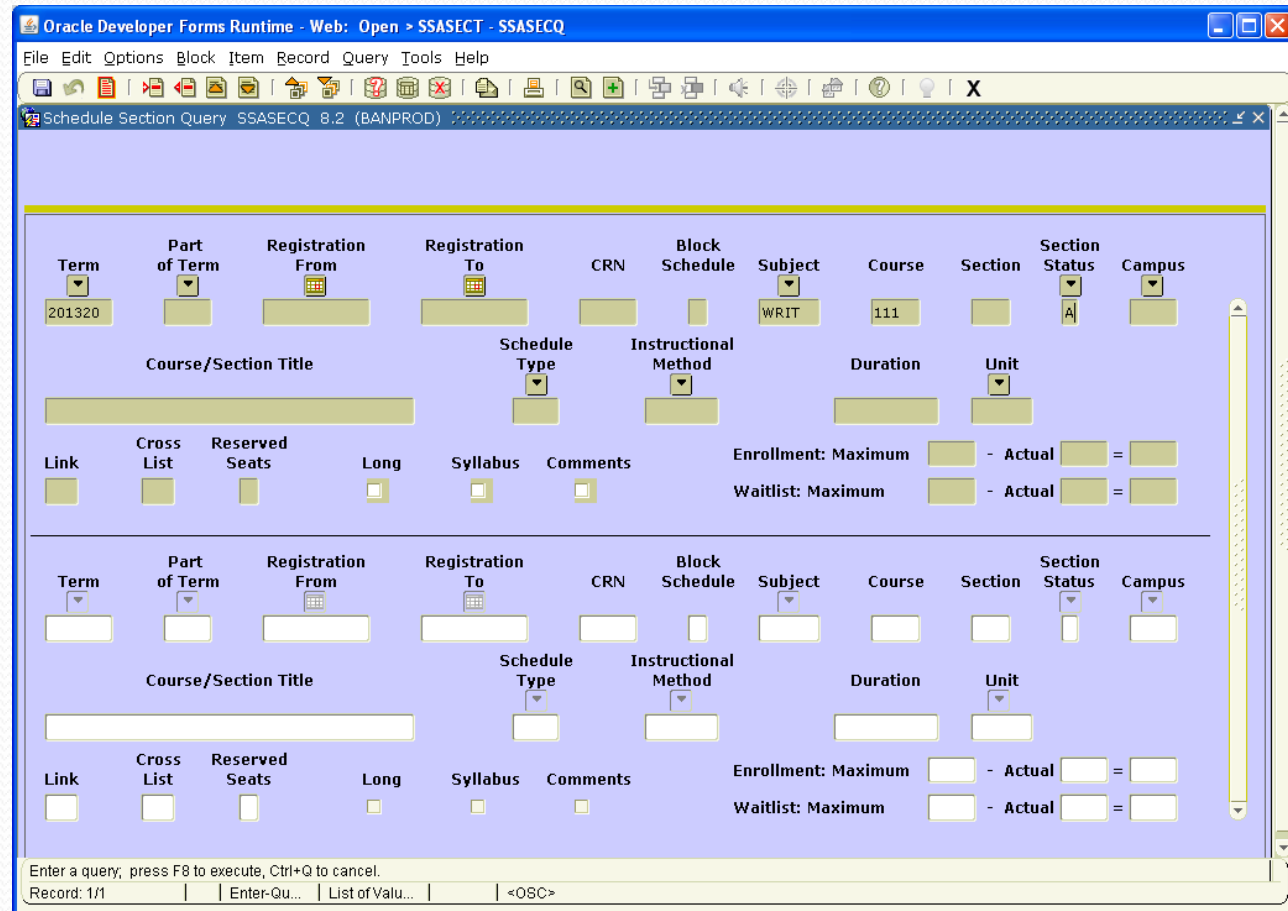
Subject: Course Number: Section: Cross List: Campus: Status: Schedule Type: Instructional Method: Integration Partner: Grade Mode: Session: Special Approval: Duration: Part of Term: Registration Dates: Start Dates: Maximum Extensions: Prerequisite Check Method: CEU Indicator: Credit Hours: Billing Hours: Contact Hours: Lecture: Lab: Other: Link Identifier: Attendance Method: Weekly Contact Hours: Daily Contact Hours: Print: Gradable: Long Title: Voice Response and Self-Service Available: Tuition and Fee Waiver: Comments: Syllabus:

CRN; type 'ADD' to add new section; 'ADD' and NEXTITEM to default; CQH existing.

Record: 1/1 <OSC>

# Course Look-Up in Banner

- Enter criteria you would like to search on
- Hit “F8” key on keyboard to return courses that meet your criteria



Oracle Developer Forms Runtime - Web: Open > SSASECT - SSASECQ

File Edit Options Block Item Record Query Tools Help

Schedule Section Query SSASECQ 8.2 (BANPROD)

Term: 201320 Part of Term: Registration From: Registration To: CRN: Block Schedule: Subject: WRIT Course: 111 Section: Section Status: A Campus:

Course/Section Title: Schedule Type: Instructional Method: Duration: Unit:

Link: Cross List: Reserved Seats: Long: Syllabus: Comments: Enrollment: Maximum - Actual = Waitlist: Maximum - Actual =

Term: Part of Term: Registration From: Registration To: CRN: Block Schedule: Subject: Course: Section: Section Status: Campus:

Course/Section Title: Schedule Type: Instructional Method: Duration: Unit:

Link: Cross List: Reserved Seats: Long: Syllabus: Comments: Enrollment: Maximum - Actual = Waitlist: Maximum - Actual =

Enter a query, press F8 to execute, Ctrl+Q to cancel.

Record: 1/1 Enter-Qu... List of Valu... <OSC>

# Course Look-Up in Banner

- Scroll through the list to find the course you are looking for
- Double click on the CRN to bring up the course on SSASECT

Oracle Developer Forms Runtime - Web: Open > SSASECT - SSASECQ

File Edit Options Block Item Record Query Tools Help

Schedule Section Query SSASECQ 8.2 (BANPROD)

Term	Part of Term	Registration From	Registration To	CRN	Block	Schedule	Subject	Course	Section	Section Status	Campus
201320	1			20899			WRIT	111	01	A	M
Course/Section Title: Coming to Voice: Hinman											
Link	Cross List	Reserved Seats	Long	Syllabus	Comments	Enrollment: Maximum 16 - Actual 0 = 16		Waitlist: Maximum 0 - Actual 0 = 0			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>						

Term	Part of Term	Registration From	Registration To	CRN	Block	Schedule	Subject	Course	Section	Section Status	Campus
201320	1			20919			WRIT	111	02	A	M
Course/Section Title: Coming to Voice											
Link	Cross List	Reserved Seats	Long	Syllabus	Comments	Enrollment: Maximum 16 - Actual 0 = 16		Waitlist: Maximum 0 - Actual 0 = 0			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>						

Term Code: press LIST for valid values.

Record: 2/?

... List of Valu... <OSC>



# Course Look-Up in Banner

- Once at the SSASECT screen, do a “next block” to display the information for the course

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule Form SSASECT 8.5.1.3S (BANPROD)

Term: 201320 CRN: 20899 Create CRN: Copy CRN: Subject: WRIT Course: 111 Title: Coming to Voice: Hinman

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

Subject: WRIT WRIT - Writing

Course Number: 111 Title: Coming to Voice: Hinman

Section: 01

Cross List:

Campus: M Main

Status: A Active

Schedule Type: DIS Discussion

Instructional Method: TR Traditional

Integration Partner:

Grade Mode:

Session:

Special Approval:

Duration:

Part of Term: 1 First Last 28-JAN-2013 10-MAY-2013 15

Registration Dates:

Start Dates:

Maximum Extensions: 0 Random Registration Indicator

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:

Lab:

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>

# Large Room Requests

- Courses of 80 or more students
- Spreadsheet will be sent out Aug 22
- Make corrections to spreadsheet
- **Large room requests due Sept 17**
  - Send updated spreadsheet to [classrooms@binghamton.edu](mailto:classrooms@binghamton.edu)

ACADEMIC_ PERIOD	COURSE_ REFERENCE_ NUMBER	SUBJECT	COURSE_ NUMBER	OFFERING_ NUMBER	XLST_ XLST_ GROUP	XLST_ PARENT_ IND	SCHEDULE_ DESC	MAXIMUM_ ENROLLMENT	XLST_MAX ENRL	DAY	BEGIN_ TIME	END_ TIME	stand meet	prime time	MEETING_ HOURS	no_days	COLLEGE_DESC	DEPARTMENT_DESC	PRIMARY_INSTRUCTOR_LAST_NAME
201220	11394	PSYC	220	01	EX	P	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	A0			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) and those offered on T/R
- Standard Downtown Center meeting patterns will apply M-F (no 1:15 start time on TR)

M-W-F	M-T-W-R-F	T-R
Campus	Downtown Center	Campus
Current Meet Times	3 Hour Courses	Current Meet Times
8:30-9:30	8:15-11:15	8:30-9:55
9:40-10:40		10:05-11:30
10:50-11:50		
12:00-1:00		11:40-1:05
1:10-2:10		1:15-2:40
2:20-3:20		2:50-4:15
3:30-4:30	1:40-4:40	
4:40-5:40		4:25-5:50
5:50-8:50	5:50-8:50	6:00-9:00

# 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....

# General Reminders

- Session 7 codes-on the main tab of SSASECT
  - Add a session 7 code when course will be held in a departmental room or a computer pod
  - Remove session 7 codes from courses that need a general purpose classroom assigned
  - For computer pods, send a copy of your reservation confirmation to [classrooms@binghamton.edu](mailto:classrooms@binghamton.edu)
  - For distance learning courses, there should be a session 7 code and the building should be “DI” and the room should be “LEARN”
- 3 hour courses
  - Will be scheduled in University Downtown Center if during prime time
  - Can be schedule during prime time in departmental rooms
  - Will be scheduled out of prime time in general purpose classrooms on the main campus, space permitting

# General Reminders

- Prime Time and Tuesday/Thursday percentages
  - Your department should not exceed more than 50% of courses in Prime Time and should not exceed more than 50% of course on Tuesday/Thursday
  - Reports will be sent out on Sept 20 and 27. Departments exceeding the 50% rules will be asked to move courses to comply with the rules
- Fees
  - Information, including fee amount, must be included in the course description.
  - Reports will be sent out indicating courses that need to have this information added.
- Requests to add Harpur “W”s should be sent to [cfchanges@binghamton.edu](mailto:cfchanges@binghamton.edu)

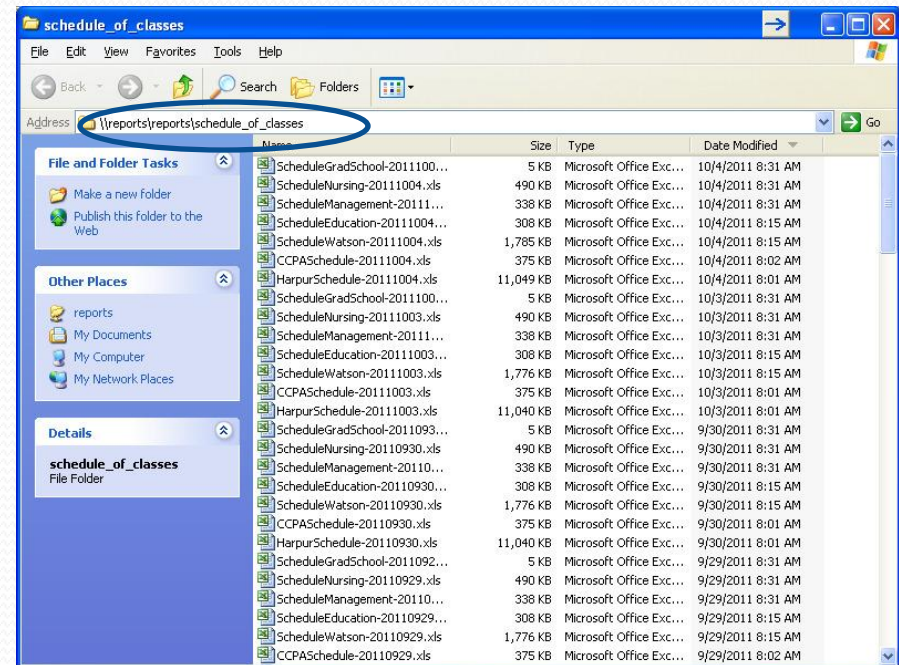
# General Reminders

- [CBASM website](#) is a valuable resource
  - This presentation can be found on the “Resources” page under Course Building Documents/Forms
- Remember to use the office email accounts, [cfchanges@binghamton.edu](mailto:cfchanges@binghamton.edu) and [classrooms@binghamton.edu](mailto:classrooms@binghamton.edu) rather than our personal email accounts-*someone is always monitoring the departmental accounts even if we are out of the office*
- Registration related questions should be referred to Financial Aid and Student Records



# 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/correct semester
- By next week, spreadsheet of rolled spring 2013 schedule will be available
- Daily reports will be run starting July 23



\\reports\reports\schedule\_of\_classes





# Questions