

# COURSE BUILDERS MEETING

Course Building & Academic Space Management  
October 6, 2011

# Agenda



- Gen Eds-Liz Abate
- Schedule Announcements
- What you need to be doing for building your Spring 2012 schedule while course building is on
- What you can do to your Spring 2012 schedule when course building is NOT on
- Cross List Identifiers
- Cross Listed Courses
- Linked Courses
- Course/Section Numbering
- Large Room Assignments
- Standard Meet Patterns
- Session 7 Codes
- Reports drive
- SSB changes
- CBASM Website
- E-mailing CBASM

# General Education Designations



- Liz Abate

- [labate@binghamton.edu](mailto:labate@binghamton.edu)

- 7-2146

# Schedule Announcements

- Banner open for final adjustments to Spring 2012 Course Building now through October 12<sup>th</sup>.
  - ▣ Second round of edit reports for this week have been sent out and another set will be sent out early next week
  - ▣ By October 24<sup>th</sup>, ensure all instructors, restrictions, and course descriptions are accurately reflected in Banner
- If you have not already sent your lists of courses to receive Harpur “W”s, please send to [cfchanges@binghamton.edu](mailto:cfchanges@binghamton.edu) ASAP
- Banner open for initial Summer 2012 Course Building October 24<sup>th</sup>-28<sup>th</sup> and for adjustments November 7<sup>th</sup> -11<sup>th</sup>.
- Spring 2012 schedule will go to the web October 31<sup>st</sup>
- Summer 2012 schedule will go the web November 28<sup>th</sup>
- *Refer to the Banner Deadlines memo for these dates*

# Quiz

1. What Banner form can you access even when course building is not open to add/remove instructors?
  - a) **SIAASGN**
2. On what Banner form does the Parent Indicator go?
  - a) **SSADETL** Contract Block and Schedule Information tab
3. If a course is a distance learning course, should it have a session 7 code?
  - a) **YES and the building should be “DI” and room “LEARN”**
4. Is the numbering correct on these linked lecture, discussion and lab sections:  
CBASM 90 (lecture)  
CBASM A01 (discussion)  
CBASM A51 (lab)
  - a) **No, the lecture should be A 0**
5. True or false, on cross listed courses the parent course is responsible for activating/inactivating all courses within the cross listing and updating the enrollment on the SSAXLST form?
  - a) **TRUE-the parent course is responsible for updating ALL information about courses within the cross listing.**

# What you need to be doing for building your Spring 2012 schedule while course building is on

- Activating/Inactivating Courses
- Building New Courses
- Building Independent Study Courses
- Adding/removing cross-listings
- Linking Courses
- Editing Courses
  - ▣ Credits
  - ▣ Titles for Topics Courses
  - ▣ Meeting Patterns
  - ▣ Enrollment Limits
  - ▣ Fees
- Correcting information from Edit Reports

## What you can do to your Spring 2012 schedule when course building is NOT on

- Add/Remove Restrictions to Courses-**SSARRES** form in Banner
- Add/Remove Instructors-**SIAASGN** form in Banner
- Add/Update Course Descriptions-**SSATEXT** form in Banner
  - ▣ As a reminder, for courses that have a fee associated with them, the course description must include that the fee.

# Cross List Identifiers



- ❑ Remove Cross List Identifiers for Courses No Longer Offered (*refer to the video on the CBASM website*)
- ❑ Reuse Cross List Identifiers
  - ▣ There are a limited number of cross list identifiers available in the system
- ❑ If you need additional cross list identifiers, email [cfchanges@binghamton.edu](mailto:cfchanges@binghamton.edu)



# Cross Listed Courses

- Make sure there is a parent course identified
  - Parent indicators go on the “Contract Block and Schedule Information” tab of **SSADETL**
- The parent is responsible for updating information on **ALL** courses within the cross listing
- Meet patterns, titles, and instructors should match for each course within the cross listing
  - Exception: Meets with Courses
- After inactivating courses within a cross listing, use the **SSAXLST** form to remove the course from the cross listing (*refer to the video on the CBASM website*)
- When changing limits on cross listed courses, update the total enrollment on the **SSAXLST** form
- When changing meet patterns, instructors, title, and course descriptions, be sure to update this information on all courses within the cross listing

# Linked Courses

- When activating/inactivating linked courses, make sure to activate/inactivate the associated linked sections
- Make sure that enrollment totals add up
  - ▣ The total enrollment for a lecture should equal the enrollment for the linked discussion sections
- Link Identifiers go on the main page of **SSASECT**
- Link Connectors go on the “Section Links/ Corequisites” tab of the **SSADETL** form

# Course/Section 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....

# Large Room Assignments



- ❑ Large Room Assignments have been sent out
- ❑ If you need to make any changes to your large room assignments, email [classrooms@binghamton.edu](mailto:classrooms@binghamton.edu)
- ❑ There is limited ability to make changes at this point

# Standard Meet Patterns

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

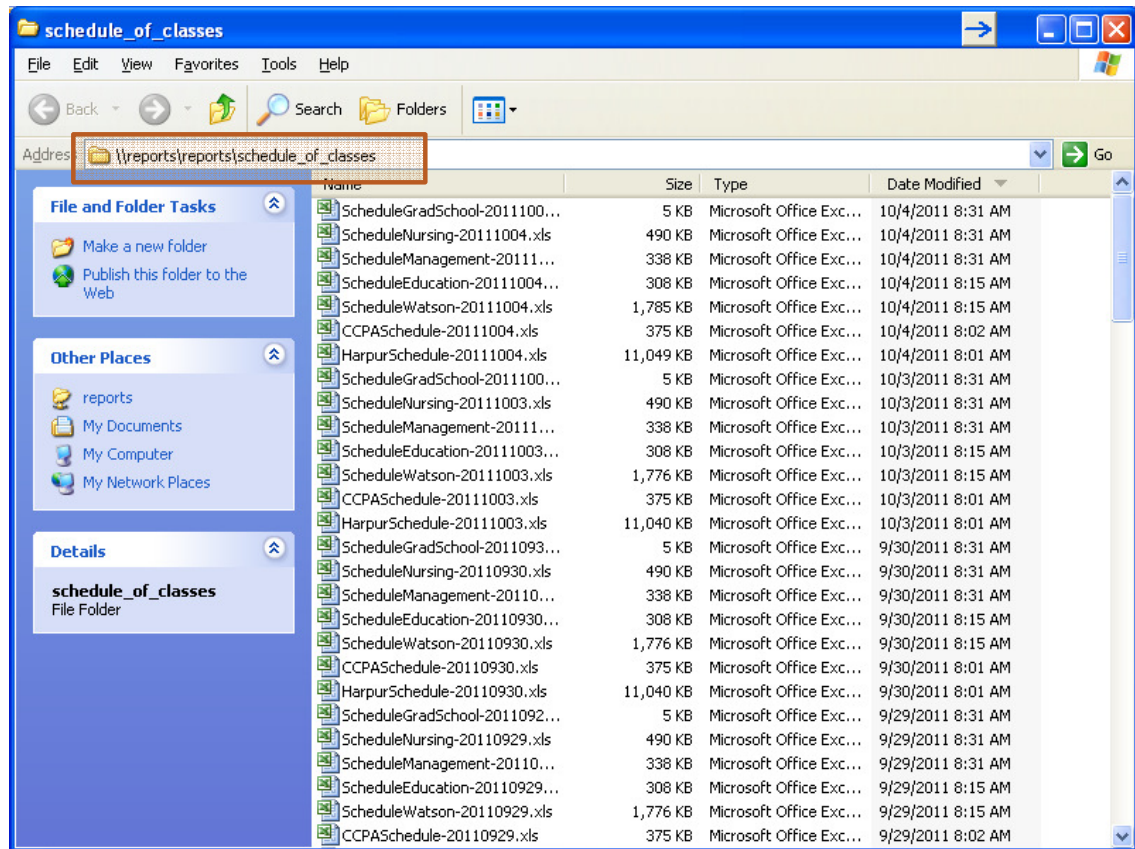
- For Spring 2012 **ONLY**, new meet pattern for TR 3 hour courses that would have been held at the Downtown Center.
- Please follow standard meeting patterns, especially standard start times, for courses to be held in general purpose classrooms
- Pay attention to the courses that you offer in prime time (highlighted in green)

# Session 7 Codes

- On the main page of **SSASECT**
- Used to indicate course will not need a general purpose classroom, i.e., will be held in departmental space or computer pod
  - ▣ If course will be held in a computer pod, send a copy of your pod reservation to [classrooms@binghamton.edu](mailto:classrooms@binghamton.edu)
- If you remove a session 7 code, meaning you want the course scheduled in a general purpose classroom, make sure to remove the building and room. If the course is cross listed, make sure to update on all courses within the cross listing
- If a course is a distance learning course, there should be a session 7 code and the building should be “DI” and room should be “LEARN”
- If a course is offered at an off campus location, there should be a session 7 code and the building should be “OF” and room should be “CAMP”
- Fix any edit reports that indicate there is a Session 7 code, but no building/room identified.

# Reports drive

- Daily output of courses
- File for each school
- Look at date in file title to ensure using the most up to date file



**\\reports\reports\schedule\_of\_classes**

# SSB Changes

Look Up Classes - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Oracle Application Server Forms Services Bu Look Up classes BannerCourseBldgFormsRef.pdf (applicat... Campus Directory Search Results

bu binghamton.edu https://buonline.binghamton.edu/banner/bwckgens.p\_proc\_term\_date

OWA All Banner Links - Bing PSI Space Type Code The Office of Instituti BU Strategic Plan and ... Physical Space Invent WICHE guidelines Classroom & Genera Undergrad Task Force

**BINGHAMTON**  
UNIVERSITY  
STATE UNIVERSITY OF NEW YORK

Home My Information Faculty & Staff Help

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

## Look Up Classes

B00084236 Michelle Ponczek  
Fall 2011  
Oct 04, 2011 06:21 pm

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.

**Subject:**

- AAAS - Asian Asian Am Study
- ACCT - Accounting
- AFST - Africana Studies
- ANTH - Anthropology
- ARAB - Arabic
- ARTH - Art History
- ARTS - Studio Art
- ASTR - Astronomy
- BCHM - Biochemistry
- BE - Bioengineering

Course Search Advanced Search

RELEASE: 8.5.1



# SSB Changes

Advanced Search - Mozilla Firefox

Go Edit View History Bookmarks Tools Help

Grade Application Server Forms Services Bu Advanced Search BannerCourseBldFormsRef.pdf (applicat Campus Directory Search Results

Bu binghamton.edu https://buonline.binghamton.edu/banner/bwelfds.P\_GetCse

BU Banner Links - Bing PT Space Type Code The Office of Institutional BU Strategic Plan and Physical Space Project WICHE guidelines Classroom & General Undergrad Task Force

Home My Information Faculty & Staff Help

Search  Go RETURN TO MENU SITE MAP HELP EXIT

Advanced Search 800084236 Michelle Ponczek  
Fall 2011  
Oct 04, 2011 06:22 pm

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject.  
Select Section Search when your selection is complete.

Subject: AAAS - Asian Asian Am Study  
ACCT - Accounting  
AFST - Africana Studies  
ANTH - Anthropology  
ARAB - Arabic  
ARTH - Art History  
ARTS - Studio Art  
ASTR - Astronomy  
BCHM - Biochemistry  
BE - Bioengineering

Course Number:

Title:

Schedule Type: All  
Activity  
Discussion

Instructional Method: All  
Dist Learning Taught by BU Fac  
Traditional

Credit Range:  hours to  hours

Course Level: All  
Graduate  
Undergraduate

Instructor: All  
Abou-El-Haj, Barbara  
Abou-El-Haj, Rifaat A

Session: All  
A - Aesthetic Perspective  
B - Both Phys Act and Wellness

General Education: All  
A - Aesthetic Perspective  
B - Both Phys Act and Wellness

Start Time: Hour  Minute  am/pm

End Time: Hour  Minute  am/pm

Days: ☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun

Section Search Reset

RELEASE: 8.5.1

# SSB Changes

Look Up Classes - Mozilla Firefox

Go Edit View History Bookmarks Tools Help

Oracle Application Server Forms Services Bu Look Up classes BannerCourseIdIsFormRef.pdf (applicat Campus Directory Search Results

Bu binghamton.edu https://buonline.binghamton.edu/banner/bwelfds.P\_GetCrse\_Advanced

B Binghamton University STATE UNIVERSITY OF NEW YORK

Home My Information Faculty & Staff Help

Search  Go RETURN TO MENU SITE MAP HELP EXIT

Look Up Classes B00084236 Michelle Ponczek Fall 2011 Oct 04, 2011 06:23 pm

Notes: Where a "C" appears, the course is *closed to registration*. If this is not due to maximum registration, please review the course description to determine if the course has restrictions or special registration instructions. The [Banner Support Site](#) has a number of registration tips and help documents.

Sections Found

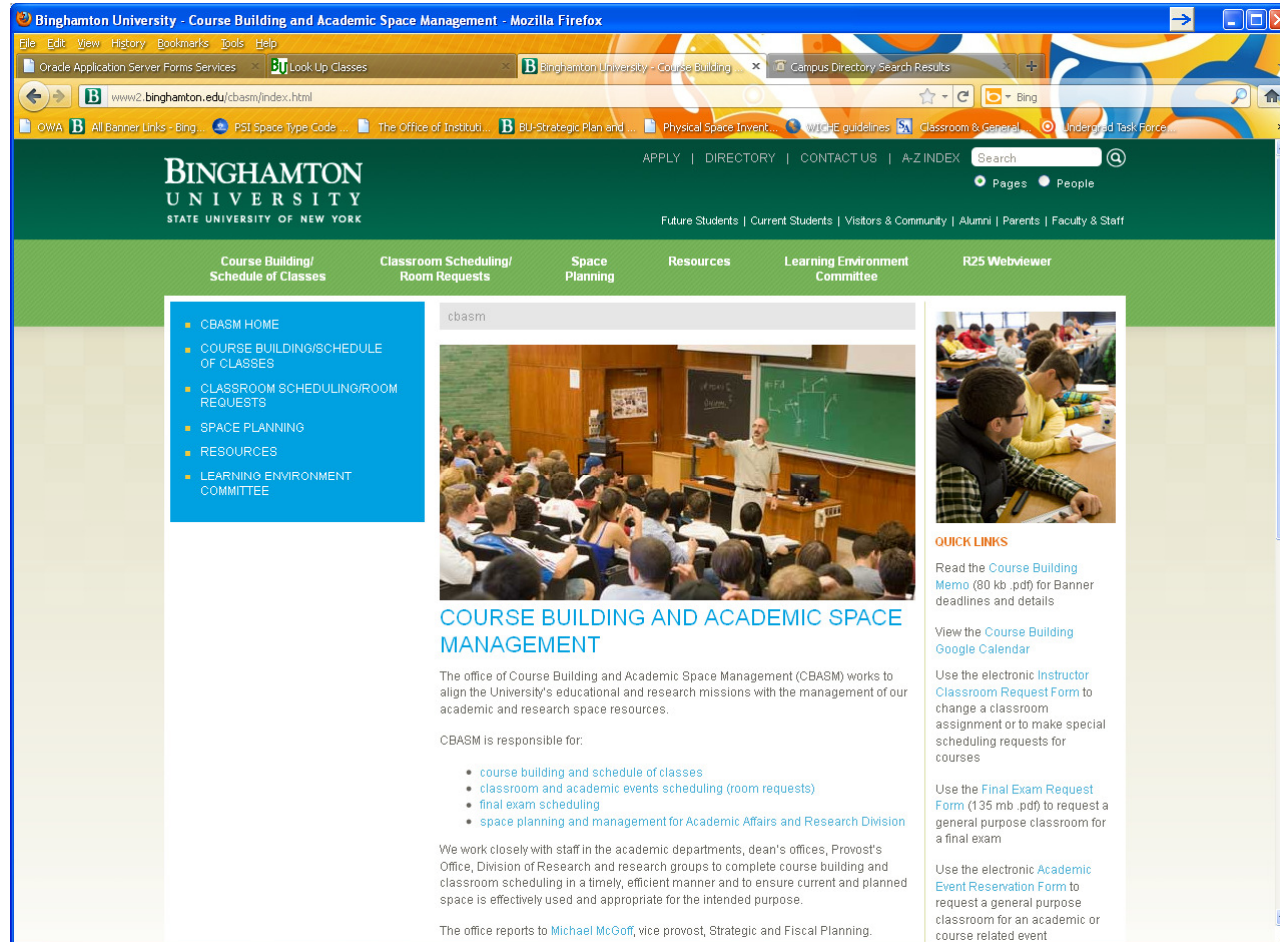
AAAS - Asian Asian Am Study

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL	XL	XL	Instructor	Date (MM/DD)	Location	Attribute
													Cap	Act	Rem				
NR	97773	AAAS	272	01	M	4.000	Island Culture: Taiwan Film & Fict	TR	06:00 pm-07:25 pm	30	29	1	0	0	0	Nicholas A. Kaldis (P)	08/29-12/09	AP G014	A - Aesthetic Perspective

New Search

RELEASE: 8.5.1

# CBASM Website



<http://www2.binghamton.edu/cbasm/index.html>

# E-mailing CBASM

- Use office email accounts, not personal email accounts when requesting changes or providing additional information
- In your email, always include:
  - **Term**
  - **CRN**
  - **Course Number**
  - **Section Number**
- [cfchanges@binghamton.edu](mailto:cfchanges@binghamton.edu)
- [classrooms@binghamton.edu](mailto:classrooms@binghamton.edu)

# Questions



???