

Requesting General Purpose Classrooms for Courses with Non-Standard Meet Patterns During Prime Time

Courses requiring assignment of general purpose classrooms should adhere to the following standard meeting patterns:

Vestal Campus				Downtown Center		
MWF or MW or WF	MW or WF	TR	M/T/W/R/F	MW or WF or TR	M/T/W/R/F	
	60 min/day	85 min/day	85 min/day	180 min/day	85 min/day	180 min/day
8:30-9:30	8:00-9:30	8:30-9:55			8:15-11:15	
9:40-10:40		10:05-11:30		9:25-10:50		
10:50-11:50		11:40-1:05		11:00-12:25		
12:00-1:00		1:15-2:40			1:40-4:40	
1:10-2:20		2:50-4:15				
2:20-3:20		4:25-5:50				
3:30-4:30						
4:40-5:40						
5:50-6:50	5:50-7:15	6:00-7:25	6:00-9:00		5:50-8:50	
7:00-8:00			6:30-9:30			
8:10-9:10	7:25-8:50	7:35-9:00	7:00-10:00			
9:20-10:20	9:00-10:25	9:10-10:35				

	Non-Prime Time
	Prime Time

Refer to the Faculty Staff Handbook Class Meetings section (VII.A.1) for course scheduling requirements.
<http://www2.binghamton.edu/academics/provost/faculty-staff-handbook/handbook-vii.html#A1>

Courses following standard MWF and TR meeting patterns will be scheduled on the Vestal campus while courses that meet 3 hours, one day per week beginning before 4:40 will be scheduled at the University Downtown Center (UDC). Courses utilizing the special 9:25-10:50 and 11:00-12:25 meet patterns will be scheduled at the UDC.

If non-standard meeting patterns are desired during the prime time hours, the following procedures should be followed based on the time the request is being made and the following conditions should be met:

- a.) the starting and ending times should minimize the abutment and overlap with standard meeting times
- b.) the time should not interfere with effective use of University transportation between campuses
- c.) the times should not limit students' opportunities to enroll in classes in other departments, colleges, or schools

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d.) the enrollment projections for courses should not be reduced because of room capacity

Courses that meet in departmental space can be scheduled at non-standard times, provide the above conditions are met.

Scheduling rooms with non-standard times-During Course Building

- CBASM will send a list of courses that have non-standard meeting times during prime time to the department.
- The department must request approval from the dean's designee.
- The dean's designee will send notification of approval/denial to CBASM.
- Request will be given second level priority in scheduling rooms. First level priority is given to courses that meet in standard meeting times or have special program needs.*

Special program needs include the need to coordinate with other department to reduce conflicts to student schedules, the need to offer courses outside standard meeting periods due to other requirements such as nursing clinical assignments.

Exception: Courses where scheduling is coordinated to fully utilize rooms according to standard meet patterns can be submitted to the CBASM office without dean's office approval. For example, 3 courses being offered, each meeting one day per week following standard MWF meet patterns for two hours during prime time (one class meets on M, the second on W and the third on F).

Request to change a room assignment/meet pattern for a non-standard meeting time after schedule has been posted to web, but before the last day of the drop/add period

Once classrooms have been assigned, the schedule has been posted to the web and up until the last day of the drop/add period, room assignment changes will only be granted if the enrollment of the course is changed to exceed the assigned classroom capacity, if a change in technology is required, or an extenuating circumstance exists, i.e., original instructor is no longer available to teach the course and the new instructor is not available at the course time. If, prior to the end of the drop/add period a room change is desired that will require a general purpose classroom to be schedule for a non-standard meeting pattern during prime time:

- The department must request approval from the dean's designee.
- The dean's designee will send notification of approval/denial to CBASM.
- Request will be processed based on room availability

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To request a room change for a non-standard meeting time after drop/add period

Once the drop/add period has passed, room changes will be made on a first come, first served basis:

- Submit instructor classroom request form
- Request will be processed based on room availability