

Course Builders Meeting

July 27, 2017

Agenda

- Introductions
- General Education Designations
- Important Dates
- Summer/Winter Session Information
- Course Building Review
- Cross-Listings
- Large Rooms
- Final Exams

General Education Designations

- General Education Website
- Liz Abate
 - labate@binghamton.edu
 - 7-2146
- Remember, do not include references to Gen Eds in course descriptions



Important Dates- Spring 2018 Course Building

- **Course Building Open** for Spring 2018 Course Building
 - **July 17-Aug 20**
 - **Aug 28-Sept 30**
- **No Course Changes**
 - **Oct 2-17** CBASM will only make changes to correct errors. Inactivating courses/building independent study courses will be done, time permitting.
- **Large Rooms**
 - Spreadsheets will be sent out **July 31**
 - Request due **Sept 1** (make changes to spreadsheet)
- **Back to Back, Disability Related & Technology requests** due **Sept 19**
- **Final Exams**
 - **Aug 1**-spreadsheet with Fall 2017 courses with missing instructor. Add instructors to Banner.
 - **Aug 8**-spreadsheet for final exams
 - **Aug 25**-changes from departments are due
 - **Sept 20**-final exam schedule will be available on BU Brain and the final exam website
- **Technology Maintenance Day-Sept 21** systems unavailable
- **Meet Pattern Percentage Reports-Aug 30, Sept 6, Sept 13, Sept 20 & Sept 27**
- **Spring 2018 Schedule available on-line Oct 18**

Important Dates- Winter 2018 & Summer 2018

- Winter 2018 course building by CLT **Sept 15**
- Course building open for Summer 2018 **Oct 30-Nov 15**
- Winter 2018 schedule of classes available on-line **Oct 13**
- Summer 2018 schedule of classes available on-line **Nov 27**

Summer/Winter Session Information

- Susie Holden has moved to CCPA
- Anita Cipolla will be the main contact for course building for Summer/Winter sessions
 - acipolla@binghamton.edu
 - 777-2793
- Call for Proposals
 - Winter will be sent out mid-Aug
 - Summer will be sent out mid-Sep
- Summer Session Terms-*please adhere to these as much as possible*
 - Term 1 (S1) **May 29-Jun 29**
 - Term 2 (S2) **Jul 2-Aug 3**
 - Full (1) **May 29-Aug 3**
- Late additions to the schedule
 - Winter 2018-must be received by **Dec 1**
 - Summer 2018- 2018-must be received by:
 - Full and Term 1 **May 1**
 - Term 2 **Jun 1**

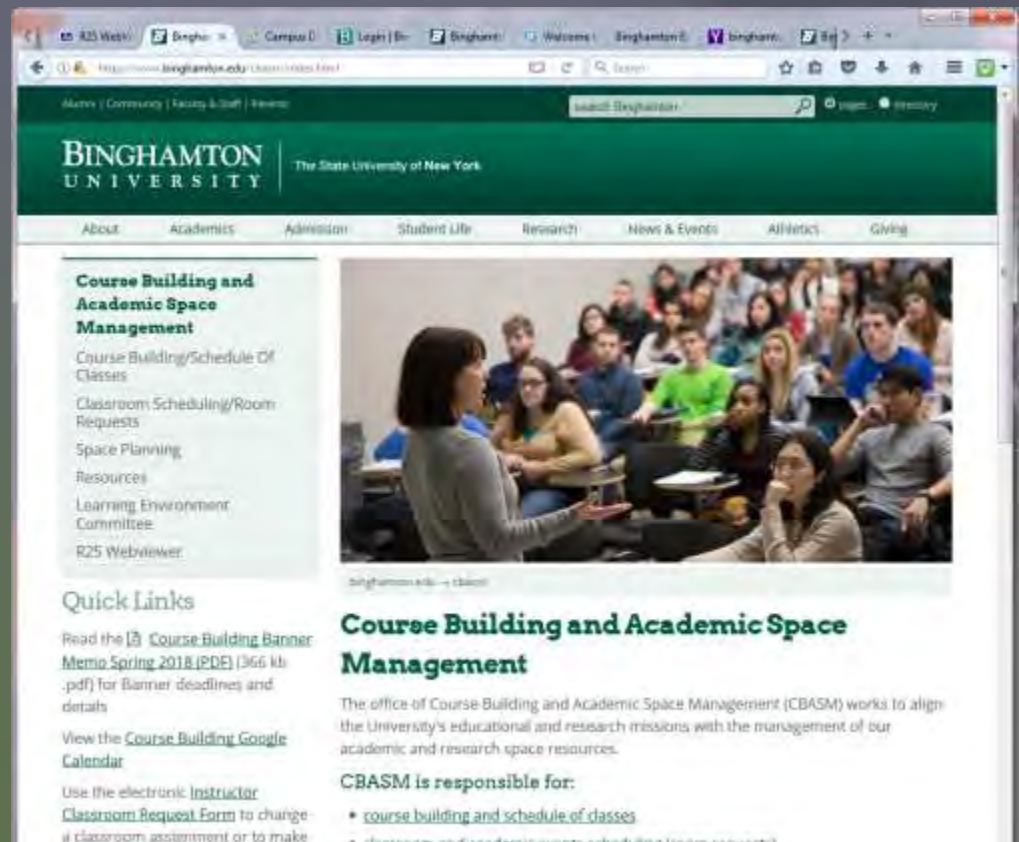
Course Building Bingo!

C	B	A	S	M
<u>1</u>	<u>6</u>	<u>11</u>	<u>16</u>	<u>21</u>
<u>2</u>	<u>7</u>	<u>12</u>	<u>17</u>	<u>22</u>
<u>3</u>	<u>8</u>	<u>Free</u>	<u>18</u>	<u>23</u>
<u>4</u>	<u>9</u>	<u>14</u>	<u>19</u>	<u>24</u>
<u>5</u>	<u>10</u>	<u>15</u>	<u>20</u>	<u>25</u>

Free

- Where can I find information on course building, training materials and when course building will be open and what deadlines there are for scheduling spring 2018 courses?

CBASM Website



C1

- What is the problem with the cross-listing as shown by this edit report?

Course Reference Number	Xlist Parent Ind	Xlist Xlist Group	Course Number	Parent Subject	Subject	Offering Number	Status	Xlist Max Enrl	Maximum Enrollment	Calc Xlist Max Enroll
24255	P	EW	451	ANTH	ANTH	01	A	20	11	20
24256		EW	512	ANTH	ANTH	01	A	20	7	20
29008		EW	481G	ANTH	ENVI	01	I	20	2	20

The ENVI course is inactive. The course should either be activated if it will be part of the cross-listing or the cross-list total should be updated on the SSAXLT form and the ENVI course should be removed from the cross-listing.



C2

- Which of the following are valid cross-listings based on the recent memo that was sent out?

A

P	44	480K
	44	680K

C

P	0H	439	01
	0H	580E	01
	0H	480P	01

B

P	80	581
	80	334
	82	510X

D

P	2L	480T
	2L	572G
	2P	350R

- A-cannot cross-list doctoral with undergrad
- B-can only cross-list masters and 300 or lower if approval granted by Graduate Council
- C-Ok to cross-list as long as the 500 level course has significant elements worthy of graduate credit
- D-can only cross-list masters and 300 level if approval granted by Graduate Council.



C3

- Course building is closed and I need to have a course built and added to an existing cross-listed course for which my department is the parent. What do I do?
 - Email **cfchanges@binghamton.edu**
 - Provide the CRN of the parent course
 - Provide all information for the new course to be cross-listed
 - Provide the total enrollment of the cross-listing, including information about how enrollment numbers will change for the courses within the cross-listing
 - If seats are added to the cross-listing and the new xlist total exceeds the room capacity, also email **classrooms@binghamton.edu** so that we can check if a larger room is available



C4

- What is the Maximum Enrollment field on the SSAXLST form used for?

The screenshot shows the SSAXLST 8.5.0.3 (BANPROD) form. At the top, there is a menu bar with options: File, Edit, Options, Block, Item, Record, Query, Tools, Help. Below the menu bar is a toolbar with various icons. The main form area has a header section with 'Term: 201790' and 'Cross List Group Identifier: 11'. Below this is a section titled 'Cross List Enrollment'. In this section, the 'Maximum Enrollment' field is highlighted with a red box and contains the value '20'. To its right are 'Actual Enrollment: 0' and 'Seats Available: 20'. Below the 'Cross List Enrollment' section is a table titled 'Cross List Section'.

CRN	Block	Subject	Course Number	Section	Part of Term	Campus	---Credit Hours---			Reserved Indicator	Enrollment		
											Maximum	Actual	Remaining
20363		MGMT	581F	01	1	M	4.000				10	0	10
27872		ENT	480B	01	1	M	4.000				10	0	10

The Maximum Enrollment field is the total number of seats available on all course sections within the cross-listing. When adding/removing courses from the cross-listing, please make sure that the value in Maximum Enrollment field equals the sum of maximum enrollment in each course section.

Note, inactivating a course does not automatically remove it from the cross-listing. To remove it, do a record remove on the SSAXLST form.

C5

- In spring 2018, there is a cross-listing with a 300 level course and a 500 level course. What should I do?

There are two options, cross-list the course with a 400 level course or request approval from the Graduate Council to cross-list a 500 level course with a 300 level course.



B6

- Name at least 3 things wrong with the set-up of this course:

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule Form SSASECT 8.9.25.1 (PPRO)

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

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

Subject: CISM CISM-Crise Bldg & Acad Sp Mgmt CEU Indicator: 000 None To Or 4.000

Course Number: 101 Title: Course Building Essentials Credit Hours: 4.000

Section: A 3 Billing Hours: 000 None To Or 4.000

Cross List: Cross List: 000 None To Or 4.000

Campus: II Main Contact Hours: 000 None To Or 4.000

Status: A Active Lecture: 000 None To Or 4.000

Schedule Type: DIS Discussion Lab: 000 None To Or 4.000

Instructional Method: TR Traditional Other: 000 None To Or 4.000

Integration Partner: Integration Partner: 000 None To Or 4.000

Grade Mode: Grade Mode: 000 None To Or 4.000

Session: Session: 000 None To Or 4.000

Special Approval: Special Approval: 000 None To Or 4.000

Duration: Duration: 000 None To Or 4.000

Override Duration: Override Duration: 000 None To Or 4.000

Part of Term: 1 17-JAN-2017 09-MAY-2017 17 Link Identifier: 000 None To Or 4.000

Registration Dates: Registration Dates: 000 None To Or 4.000

Start Dates: Start Dates: 000 None To Or 4.000

Maximum Extensions: Maximum Extensions: 000 None To Or 4.000

Prerequisite Check Method: Prerequisite Check Method: 000 None To Or 4.000

Print Voice Response and Self-Service Available

Gradable Tuition and Fee Waiver

Link Identifier: Link Identifier: 000 None To Or 4.000

Attendance Method: Attendance Method: 000 None To Or 4.000

Weekly Contact Hours: Weekly Contact Hours: 000 None To Or 4.000

Daily Contact Hours: Daily Contact Hours: 000 None To Or 4.000

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

Record: 1/1 <OSC>

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

B7

- If I am cross-listing courses, name the 3 forms that I must enter information on for the Parent Course related to cross-listing
 - **SSASECT**-basic course information
 - **SSAXLST**-xlist identifier, max enrollment & courses to cross-list
 - **SSADETL**-add parent indicator



B8

- When do I need to put a session 7 on a course in Banner?
 - If a course will be held in a departmental classroom or other non-general purpose classroom space
 - If a course will be held in a computer pod
 - If a course is distance learning
 - Add Building DI and Room LEARN
 - NOTE:
 - IS courses should not have a session 7 code



B9

- What Banner Course Building forms can I make updates to when Course Building is not open?
 - SSARRES-to change restrictions on a course
 - SSATEXT-to add/modify course descriptions
 - SIAASGN-to add instructors to courses
 - *NOTE-for summer/winter session courses, do not make changes to instructors after the course building periods are closed. Contact the Summer and Winter Sessions office when instructor changes are needed*



B10

- What is the difference between a cross-list list identifier and a link identifier and what are they used for?

Cross-list identifiers are a 2 digit code used to identify courses that are part of a cross-listing.

- Each department was given a list of cross-list identifiers for their department for each semester. Use those lists and only use spring xlist identifiers for spring courses and fall xlist identifiers for fall courses.
- Reuse xlist identifiers. When courses are no longer being cross-listed, remove them from the cross-listing and re-use the xlist identifier for other cross-listings
- The xlist identifier is added to the course on the SSAXLST form

Link identifiers are used to link sections of a multi-format course together.

- Link identifiers and link connectors control how students must register for the different section types within a multi-format course.
- The link identifier is on the SSASECT form and the corresponding link connector is on the SSADETL form.



All

- When should instructors announce the date/time of the final exam?
 - A. On the first day of classes
 - B. Two weeks before the final exam
 - C. On the drop/add date
 - D. On or after September 20th

D-On or after September 20th, when the final exam schedule will be available on the final exam website



A12

- What happens if I set the credit hours on the SSASECT form for a variable credit hour course?

Schedule Form SSASECT 8.9.2S.1 (BANPROD)

Term: 201820 CRN: 28863 Create CRN: Copy CRN: Subject: MATH Course: 605 Title: Statistics Seminar

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

Subject: MATH MATH - Mathematical Science
Course Number: 605 Title: Statistics Seminar
Section: 02
Cross List:
Campus: M Main
Status: I Inactive
Schedule Type: SEM Seminar
Instructional Method: TR Traditional
Integration Partner: BB1 Blackboard ILP Group 1
Grade Mode:
Session: 7 Do not move course to R25
Special Approval:
Duration:
Override Duration:
CEU Indicator:
Credit Hours: 1.000 None To Or 20.000
Billing Hours: 1.000 None To Or 20.000
Contact Hours: 1.000 None To Or 20.000
Lecture: None To Or
Lab: None To Or
Other: 1.000 None To Or 20.000
Link Identifier:

At registration, students will automatically be registered for the number of credits set on the course.



A14

- When is it okay to add a Special Approval registration block to a course on the SSASECT form?

Term: 201820 CRN: 20380 Create CRN: Copy CRN: Subject: ENVI Course: 382U Title: Biology & Cons Of Birds (ACT)

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

Subject: ENV ENVI - Environmental Study CEU Indicator: ☐

Course Number: 382U Title: Biology & Cons Of Birds (ACT) Credit Hours: .000 ☐ None ☐ To ☒ Or 4.000

Section: A50 Billing Hours: .000 ☐ None ☐ To ☒ Or 4.000

Cross List: 31 Contact Hours: .000 ☐ None ☐ To ☒ Or 4.000

Campus: M Main Lecture: .000 ☐ None ☐ To ☒ Or 4.000

Status: A Active Lab: .000 ☒ None ☐ To ☐ Or

Schedule Type: ACT Activity Other: ☐ None ☐ To ☐ Or

Instructional Method: TR Traditional

Integration Partner: BB1 Blackboard ILP Group 1

Grade Mode: H Harpur Standard Letter

Special Approval: IN Instructor approval required

Duration: 7

1. If the course is an IS course
2. If there is a grade mode set on the course
 - a) If the restriction is on SSASECT and no grade mode is set, students will not be able to change their grade mode



A15

- Course building is closed and I need to increase enrollment on a course that is scheduled in a general purpose classroom. What do I do?
 - Check if the room currently scheduled for the course can handle the new enrollment.
 - If it can, email **cfchanges@binghamton.edu** to increase the enrollment on the course
 - If it cannot, email **cfchanges@binghamton.edu** and **classrooms@binghamton.edu** so that we can see if a larger classroom is available



S16

- A faculty member in my department needs to offer a final exam for 3 hours. What do I need to do?

Needs Exam	Multiple Section Scheduling Notes-All Sections of the Same Course Will Be Schedule Together, Unless Otherwise Specified Here	Seating Notes: If Double Seating is Needed, Please Specify Here	Room Notes: All courses will be scheduled in a General Purpose Classroom Unless Otherwise Specified Here	Other Exam Scheduling Notes	Subj	Crs #	CRN	Sec #
Yes				Needs 3 hour exam	CON	160	26866	A 1
Yes					CON	160	25676	A 2
Yes					CON	160	25704	B 1

Add a note in the Other Exam Scheduling Notes column of the final exam spreadsheet indicating the need for a 3 hour exam for the course



S17

- A faculty member in my department wants to offer a final exam on December 12th at 10:25 am-12:25 pm. What do I need to do?

All times must follow the established final exam times.

To request a specific day or time for a final exam, the instructor must receive approval from the department chair and dean's office. **Copy of the approval should be sent to classrooms@binghamton.edu.**

- If exams have not yet been scheduled, we will schedule the exam at the approved time. If exams have been scheduled, we will reschedule if few or no conflicts are created. If there are many student conflicts with the new time, we will consult with the chair and dean.



S18

- How can I find out which rooms are general purpose classrooms, how many seats they have and what technology they have in them?

Binghamton University
General Purpose Classroom Inventory

AM Academic A

Room	Capacity	Features
AM001	110	M.A.
AM002	110	M.A.
AM003	110	M.A.
AM004	110	M.A.
AM005	110	M.A.

AM Academic B

Room	Capacity	Features
AM006	110	M.A.
AM007	110	M.A.
AM008	110	M.A.
AM009	110	M.A.
AM010	110	M.A.

AM Academic C

Room	Capacity	Features
AM011	110	M.A.
AM012	110	M.A.
AM013	110	M.A.
AM014	110	M.A.
AM015	110	M.A.

AM Academic D

Room	Capacity	Features
AM016	110	M.A.
AM017	110	M.A.
AM018	110	M.A.
AM019	110	M.A.
AM020	110	M.A.

AM Academic E

Room	Capacity	Features
AM021	110	M.A.
AM022	110	M.A.
AM023	110	M.A.
AM024	110	M.A.
AM025	110	M.A.

AM Academic F

Room	Capacity	Features
AM026	110	M.A.
AM027	110	M.A.
AM028	110	M.A.
AM029	110	M.A.
AM030	110	M.A.

AM Academic G

Room	Capacity	Features
AM031	110	M.A.
AM032	110	M.A.
AM033	110	M.A.
AM034	110	M.A.
AM035	110	M.A.

AM Academic H

Room	Capacity	Features
AM036	110	M.A.
AM037	110	M.A.
AM038	110	M.A.
AM039	110	M.A.
AM040	110	M.A.

AM Academic I

Room	Capacity	Features
AM041	110	M.A.
AM042	110	M.A.
AM043	110	M.A.
AM044	110	M.A.
AM045	110	M.A.

AM Academic J

Room	Capacity	Features
AM046	110	M.A.
AM047	110	M.A.
AM048	110	M.A.
AM049	110	M.A.
AM050	110	M.A.

AM Academic K

Room	Capacity	Features
AM051	110	M.A.
AM052	110	M.A.
AM053	110	M.A.
AM054	110	M.A.
AM055	110	M.A.

AM Academic L

Room	Capacity	Features
AM056	110	M.A.
AM057	110	M.A.
AM058	110	M.A.
AM059	110	M.A.
AM060	110	M.A.

AM Academic M

Room	Capacity	Features
AM061	110	M.A.
AM062	110	M.A.
AM063	110	M.A.
AM064	110	M.A.
AM065	110	M.A.

AM Academic N

Room	Capacity	Features
AM066	110	M.A.
AM067	110	M.A.
AM068	110	M.A.
AM069	110	M.A.
AM070	110	M.A.

AM Academic O

Room	Capacity	Features
AM071	110	M.A.
AM072	110	M.A.
AM073	110	M.A.
AM074	110	M.A.
AM075	110	M.A.

AM Academic P

Room	Capacity	Features
AM076	110	M.A.
AM077	110	M.A.
AM078	110	M.A.
AM079	110	M.A.
AM080	110	M.A.

AM Academic Q

Room	Capacity	Features
AM081	110	M.A.
AM082	110	M.A.
AM083	110	M.A.
AM084	110	M.A.
AM085	110	M.A.

AM Academic R

Room	Capacity	Features
AM086	110	M.A.
AM087	110	M.A.
AM088	110	M.A.
AM089	110	M.A.
AM090	110	M.A.

AM Academic S

Room	Capacity	Features
AM091	110	M.A.
AM092	110	M.A.
AM093	110	M.A.
AM094	110	M.A.
AM095	110	M.A.

AM Academic T

Room	Capacity	Features
AM096	110	M.A.
AM097	110	M.A.
AM098	110	M.A.
AM099	110	M.A.
AM100	110	M.A.

AM Academic U

Room	Capacity	Features
AM101	110	M.A.
AM102	110	M.A.
AM103	110	M.A.
AM104	110	M.A.
AM105	110	M.A.

AM Academic V

Room	Capacity	Features
AM106	110	M.A.
AM107	110	M.A.
AM108	110	M.A.
AM109	110	M.A.
AM110	110	M.A.

AM Academic W

Room	Capacity	Features
AM111	110	M.A.
AM112	110	M.A.
AM113	110	M.A.
AM114	110	M.A.
AM115	110	M.A.

AM Academic X

Room	Capacity	Features
AM116	110	M.A.
AM117	110	M.A.
AM118	110	M.A.
AM119	110	M.A.
AM120	110	M.A.

AM Academic Y

Room	Capacity	Features
AM121	110	M.A.
AM122	110	M.A.
AM123	110	M.A.
AM124	110	M.A.
AM125	110	M.A.

AM Academic Z

Room	Capacity	Features
AM126	110	M.A.
AM127	110	M.A.
AM128	110	M.A.
AM129	110	M.A.
AM130	110	M.A.

AM Academic AA

Room	Capacity	Features
AM131	110	M.A.
AM132	110	M.A.
AM133	110	M.A.
AM134	110	M.A.
AM135	110	M.A.

AM Academic AB

Room	Capacity	Features
AM136	110	M.A.
AM137	110	M.A.
AM138	110	M.A.
AM139	110	M.A.
AM140	110	M.A.

AM Academic AC

Room	Capacity	Features
AM141	110	M.A.
AM142	110	M.A.
AM143	110	M.A.
AM144	110	M.A.
AM145	110	M.A.

AM Academic AD

Room	Capacity	Features
AM146	110	M.A.
AM147	110	M.A.
AM148	110	M.A.
AM149	110	M.A.
AM150	110	M.A.

AM Academic AE

Room	Capacity	Features
AM151	110	M.A.
AM152	110	M.A.
AM153	110	M.A.
AM154	110	M.A.
AM155	110	M.A.

AM Academic AF

Room	Capacity	Features
AM156	110	M.A.
AM157	110	M.A.
AM158	110	M.A.
AM159	110	M.A.
AM160	110	M.A.

AM Academic AG

Room	Capacity	Features
AM161	110	M.A.
AM162	110	M.A.
AM163	110	M.A.
AM164	110	M.A.
AM165	110	M.A.

AM Academic AH

Room	Capacity	Features
AM166	110	M.A.
AM167	110	M.A.
AM168	110	M.A.
AM169	110	M.A.
AM170	110	M.A.

AM Academic AI

Room	Capacity	Features
AM171	110	M.A.
AM172	110	M.A.
AM173	110	M.A.
AM174	110	M.A.
AM175	110	M.A.

AM Academic AJ

Room	Capacity	Features
AM176	110	M.A.
AM177	110	M.A.
AM178	110	M.A.
AM179	110	M.A.
AM180	110	M.A.

AM Academic AK

Room	Capacity	Features
AM181	110	M.A.
AM182	110	M.A.
AM183	110	M.A.
AM184	110	M.A.
AM185	110	M.A.

AM Academic AL

Room	Capacity	Features
AM186	110	M.A.
AM187	110	M.A.
AM188	110	M.A.
AM189	110	M.A.
AM190	110	M.A.

AM Academic AM

Room	Capacity	Features
AM191	110	M.A.
AM192	110	M.A.
AM193	110	M.A.
AM194	110	M.A.
AM195	110	M.A.

AM Academic AN

Room	Capacity	Features
AM196	110	M.A.
AM197	110	M.A.
AM198	110	M.A.
AM199	110	M.A.
AM200	110	M.A.

AM Academic AO

Room	Capacity	Features
AM201	110	M.A.
AM202	110	M.A.
AM203	110	M.A.
AM204	110	M.A.
AM205	110	M.A.

AM Academic AP

Room	Capacity	Features
AM206	110	M.A.
AM207	110	M.A.
AM208	110	M.A.
AM209	110	M.A.
AM210	110	M.A.

AM Academic AQ

Room	Capacity	Features
AM211	110	M.A.
AM212	110	M.A.
AM213	110	M.A.
AM214	110	M.A.
AM215	110	M.A.

AM Academic AR

Room	Capacity	Features
AM216	110	M.A.
AM217	110	M.A.
AM218	110	M.A.
AM219	110	M.A.
AM220	110	M.A.

AM Academic AS

Room	Capacity	Features
AM221	110	M.A.
AM222	110	M.A.
AM223	110	M.A.
AM224	110	M.A.
AM225	110	M.A.

AM Academic AT

Room	Capacity	Features
AM226	110	M.A.
AM227	110	M.A.
AM228	110	M.A.
AM229	110	M.A.
AM230	110	M.A.

AM Academic AU

Room	Capacity	Features
AM231	110	M.A.
AM232	110	M.A.
AM233	110	M.A.
AM234	110	M.A.
AM235	110	M.A.

AM Academic AV

Room	Capacity	Features
AM236	110	M.A.
AM237	110	M.A.
AM238	110	M.A.
AM239	110	M.A.
AM240	110	M.A.

AM Academic AW

Room	Capacity	Features
AM241	110	M.A.
AM242	110	M.A.
AM243	110	M.A.
AM244	110	M.A.
AM245	110	M.A.

AM Academic AX

Room	Capacity	Features
AM246	110	M.A.
AM247	110	M.A.
AM248	110	M.A.
AM249	110	M.A.
AM250	110	M.A.

AM Academic AY

Room	Capacity	Features
AM251	110	M.A.
AM252	110	M.A.
AM253	110	M.A.
AM254	110	M.A.
AM255	110	M.A.

AM Academic AZ

Room	Capacity	Features
AM256	110	M.A.
AM257	110	M.A.
AM258	110	M.A.
AM259	110	M.A.
AM260	110	M.A.

AM Academic BA

Room	Capacity	Features
AM261	110	M.A.
AM262	110	M.A.
AM263	110	M.A.
AM264	110	M.A.
AM265	110	M.A.

AM Academic BB

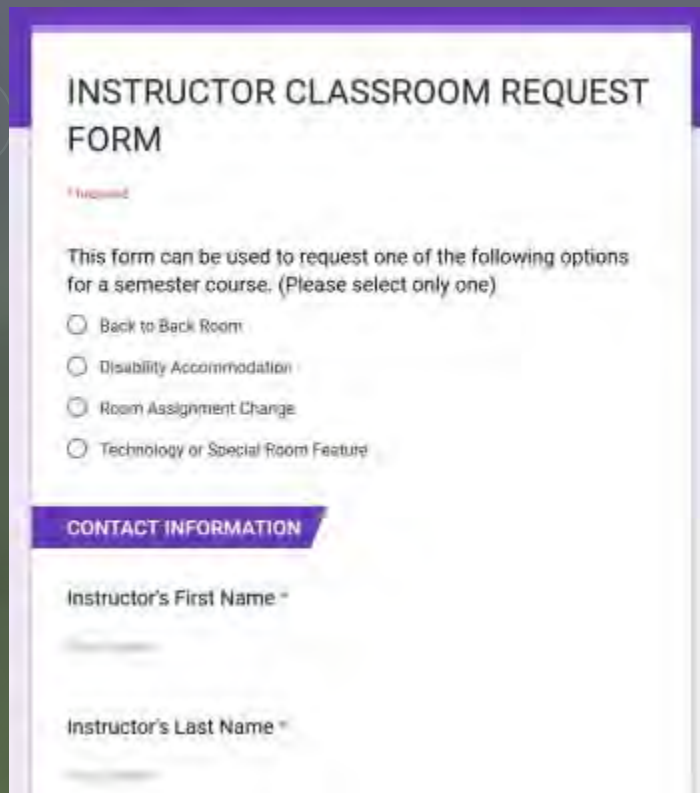
Room	Capacity	Features
AM266	110	M.A.
AM267	110	M.A.
AM268	110	M.A.
AM269	110	M.A.
AM270	110	M.A.

AM Academic BC

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S19

- If an instructor needs to request a Learning Studio because of the technology installed in the room, how can the room be requested?



The image shows a screenshot of a web form titled "INSTRUCTOR CLASSROOM REQUEST FORM". Below the title, there is a red "Required" label. The form text states: "This form can be used to request one of the following options for a semester course. (Please select only one)". There are four radio button options: "Back to Back Room", "Disability Accommodation", "Room Assignment Change", and "Technology or Special Room Feature". Below these options is a purple header for the "CONTACT INFORMATION" section. Under this header, there are two text input fields: "Instructor's First Name *" and "Instructor's Last Name *". A green arrow points to the left in the bottom left corner of the slide.

An Instructor Classroom Request form should be submitted. For spring 2018 courses, requests should be submitted by Sep 19.

This should be used for all special classroom requests. It can also be used to request a change to a classroom assignment. But note, classrooms will not be reassigned until after the drop/add period, except for increases in the enrollment, disability related needs or for technology needs.

S20

- If an instructor needs to request a laptop ready room, what form do they need to submit?

No form needs to be submitted. All general purpose classrooms are at a minimum laptop ready.



M21

- Is it true that all courses must have a final exam?

No, instructors decide if their course will have a final exam scheduled. Independent Study courses, practicums and internships do not generally have a final exam and those types of courses are not included on the final exam spreadsheet.

If an instructor will not offer a final exam, “No” should be indicated in the Needs Exam column of the final exam spreadsheet.

	A	B	C	D	E	F	G	H
		Multiple Section Scheduling Notes-All Sections of the Same Course Will Be Schedule Together, Unless Otherwise Specified Here	Seating Notes: If Double Seating is Needed, Please Specify Here	Room Notes: All courses will be scheduled in a General Purpose Classroom Unless Otherwise Specified Here	Other Exam Scheduling Notes	Subj	Crs #	CRN
1	Needs Exam							
2	No					ECON	360	25887
3	No					ECON	360	25892
4	Yes					ECON	362	25778
5	Yes					ECON	362	25779
6	Yes					ECON	362	25801

M22

- What is the difference between the course description in the Bulletin and the course description on the Schedule of Classes on BU Brain and where do they come from?

The course description in the Bulletin comes from the catalog **record for the course in Banner. The dean's office, Graduate School or advising office** maintains the catalog records. This is the official course description for the course.

The course description on the Schedule of Classes in BU Brain comes from the course description on the SSATEXT form. The course description can be the same as the catalog or a modified version with more detailed information about the course for that semester. It is up to the department to determine whether or not the descriptions must match.



M23

- One of the courses in my department has a permanent Gen Ed, but it is not showing up in BU Brain. What do I do?

Contact Liz Abate. She will determine if the Gen Ed should be added, and if it should, will send notification to CBASM so that the Gen Ed can be added.



M24

- Why is it and what does it mean on the University Calendar when it says that on Wednesday, December 6th Monday classes meet?

In order to have an equal number of each day of the week in the semester, it is sometimes necessary for classes that normally meet on one day of the week to meet on a different day of the week. For the fall 2017 semester, Monday classes will meet on Wednesday, December 6th. Wednesday classes will not meet on that day.



M25

- Is there an easy way for me to see what the schedule will look like before it is available on BU Brain?

The screenshot shows a web browser window with the title 'Advanced Search Dashboard'. The page is titled 'Schedule of Classes Advanced Search' and includes a 'Help' button. Below the title is a 'Search by Term:' dropdown menu set to '201900'. To the right of this are three buttons: 'Class Search', 'Return to Login', and 'Reset'. The form is organized into two columns of search criteria, each with a dropdown menu:

- Subject:** A dropdown menu with options: All, AAA5, ABED, ACCT, AFST, ANTH, ARAB, ARTH.
- Course Level:** A dropdown menu with options: All, Graduate, Undergraduate.
- Part of Term:** A dropdown menu with options: All, Full Term, Minicourse First Part of Term.
- Course Number:** A text input field.
- Instructor:** A dropdown menu with options: All, Abbate, Santina M., Abou-El-Haj, Barbara, Abou-El-Haj, Rifaat A.
- Schedule Type:** A dropdown menu with options: All, Activity, Discussion.
- Instructional Method:** A dropdown menu with options: All, Traditional, Dist Learning Taught by BU Fac.
- Session:** A dropdown menu with options: All, A - Aesthetic Perspective, B - Both Phys Act and Wellness, C - Composition.
- General Education:** A dropdown menu with options: All, A - Aesthetic Perspective, B - Both Phys Act and Wellness, C - Composition.

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Winners!

Cross-Listing with Graduate Courses

- Doctoral Level Courses (600 level)
 - 500 & 600 can be cross-listed
 - 600 cannot be cross-listed with undergrad
- Masters Level Courses (500 level)
 - 400 & 500 can be cross-listed, provided the 500 level course has significant elements worthy of graduate credit
 - Cross-listing 500 with 300 or lower requires approval from the Graduate Council
 - Follow same process as that for a new graduate course proposal
- Upper Division (300 & 400)
 - 300 & 400 can be cross-listed
 - Can only cross-list with lower division courses, if all are the same subject
- Lower Division (100 & 200)
 - 200 & 300 can be cross-listed
 - Can only cross-list with upper division courses, if all are the same subject

Cross-Listing with Graduate Courses Cont.

- For fall 2017
 - Any courses currently cross-listed **that don't meet the** requirement will remain
 - Any new requests for cross-listing must meet the requirements
- Starting winter 2018
 - All cross-listings will be required to meet the requirements
 - Graduate School will keep a record of cross-listings that have been approved by the Graduate Council
 - CBASM will create new edit reports to check for cases where cross-listings do not meet the requirements and do not have Graduate Council approval

Large Room Requests

- Spreadsheets will be sent out **Jul 31**
- Spreadsheets should be returned by **Sept 1**
- 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 & enrollment that you are requesting
 - Include any technology or other special room requests on the spreadsheet
- CBASM will assign rooms to courses and send assignments to the departments
- CBASM will add rooms to Banner, correcting days, times & enrollment based on the information provided
- **Once rooms are assigned in Banner, departments must check with CBASM when considering changes to days, times or enrollment.**

Final Exam Scheduling

Our Assumptions	What you need to tell us
All courses will be scheduled an exam (excluding IS, INT & PRC courses)	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"> -Do some get scheduled together and others separately at different times? -Do some get scheduled together in one room and others scheduled together in a different room, but all at the same time?
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

Standard Final Exam Times

Main	M	T	W	R	F
08:00-10:00					
10:25-12:25					
12:50-2:50					
3:15-5:15					No Exams
5:40-7:40					
8:05-10:05					
UDC	M	T	W	R	F
08:00-10:00					
12:50-2:50					
5:50-7:50					No Exams

Questions

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