

TO: Binghamton University Deans, Department Chairs, and Program Directors

FROM: Michelle Ponczek, Director, Course Building and Academic Space Management

DATE: January 3, 2012

SUBJECT: **Banner Deadlines for Fall 2012 Course Building**

Please refer to the dates below and adhere to these deadlines for establishing your course offerings for the Fall 2012 semester.

January						
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				

February						
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			

March						
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

April						
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					

May						
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		

June						
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

- Important Date-refer to next page
- Banner open for Course Building
- Large room requests due
- "Back to back", disability related needs and technology requests due
- Meet Pattern Percentage Reports distributed to schools and departments
- Fall 2012 schedule on-line
- No Classes
- Final exams

Date	Activity
Jan 5 (R)	Course Builders Meeting 1:30-2:30 in LH 9. Please send at least one representative from your department to this meeting.
Jan 5-13 (R-F) (M-F)	Course Building open to make initial modifications (such as inactivating courses that will not be offered) for Fall 2012 schedule building and course descriptions.
Jan 18 (W)	Meet Pattern Percentage Reports distributed to schools and departments. Departments exceeding 50% of courses offered in prime time need to move some courses out of prime time to comply with 50% rule.
Jan 23 (M)	Spreadsheet of Fall 2012 large classes distributed. Use to request large rooms.
Jan 27 (F)	Requests for large rooms (80 and above) are due. Send requests to classrooms@binghamton.edu. Make changes to the large class spreadsheet distributed on Jan. 23rd.
Jan 30 (M)	Spring 2012 classes begin
Feb 6-Feb 17 (M-F)(M-F)	Course Building open for Fall 2012 schedule building and course descriptions. For courses offered in departmental rooms, make sure to add Session 7 code and enter building and room in Banner.
Feb 10 (F)	Course DROP/ADD Deadline for Spring 2011 full-semester courses
Feb 16 (R)	“Back to back”, disability related needs and technology requests due. Please use the on-line forms found on the quick links section of the CBASM website (http://www2.binghamton.edu/cbasml/).
Feb 22 (W)	Meet Pattern Percentage Reports distributed to schools and departments. Departments exceeding 50% of courses offered in prime time need to move some courses out of prime time to comply with 50% rule.
Mar 1-9 (R-F)(M-F)	Course Building open for final Fall 2012 adjustments to schedule. Please pay close attention to prime-time vs. non-prime-time course offerings.
Mar 14 (W)	Meet Pattern Percentage Reports distributed to schools and departments. Departments exceeding 50% of courses offered in prime time need to move some courses out of prime time to comply with 50% rule.
Mar 23 (F)	Fall 2012 schedule of classes available on-line
Mar 30 (F)	Course WITHDRAW deadline for Spring 2012 full-semester courses
May 11 (F)	Last day of classes
May 14-18 (M-F)	Final exams
May 19 (Sat)	Graduate School Commencement ceremony
May 20 (Sun)	Undergraduate Commencement ceremony
May 29 (T)	Summer Session Term I begins
June 29 (F)	Last day of Summer Session Term I
July 9 (M)	Summer Session Term II begins
Aug 10 (F)	Last day of Summer Session Term II

If you have any questions regarding this schedule, please feel free to contact me at 7-4587 or mponczek@binghamton.edu.