STATE UNIVERSITY OF NEW YORK AT PLATTSBURGH  
FALL 2008 REGISTRATION GUIDEBOOK

SUNY Plattsburgh reserves the right to make changes to courses listed in the Fall 2008 Master Schedule of Courses available on Banner at banweb.cc.plattsburgh.edu. This may include, but is not limited to, course cancellations, course additions, and changes in course days/times/locations/instructors. The final authority on such matters is the Provost/Vice President for Academic Affairs, who (or whose designee) shall serve as a resource person. It is the student's responsibility to check Banner Web for the most up-to-date course and schedule information.

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REGISTRATION CALENDAR

March 31  Summer/Fall 2008 course advisement begins (8 a.m.)
April 5  Fall 2008 priority registration begins for all graduate and branch campus students at ACC (10 a.m.); Summer 2008 registration begins for all matriculated students.
April 11 Summer/Fall 2008 course advisement ends; last day for unrestricted course withdrawal
April 12 Main campus, undergraduate students’ Fall 2008 priority registration begins; students may view their assigned registration days/times on Banner Web; non-matriculated student registration for summer 2008 begins (10 a.m.)
April 21 Academic Advising Office releases Registration Codes (PINs) to students who did not meet with their academic advisors during course advisement
April 27 Fall 2008 priority registration ends for main campus undergraduate students (midnight)
May 4  Fall 2008 course adjustment for undergraduate students resumes through June 8 (10 a.m.)
May 26 Memorial Day Holiday – No classes
May 27 Summer Session A begins (ends June 6)
June 6 Summer Session A ends; Fall 2008 waitlists purged (8 a.m.)
June 8 Fall 2008 course adjustment ends for continuing, undergraduate students (midnight) until July 27
June 9 Summer Session B begins (ends July 11)
June 11 Summer Session A grades due (noon)
July 4 Independence Day Holiday – No classes
July 11 Summer Session B ends
July 14 Summer Session C begins (ends August 15)
July 16 Summer Session B grades due (noon)
July 27 Fall 2008 course adjustment resumes for all matriculated students (10 a.m.)
August 10 Fall 2008 registration for non-matriculated students begins (10 a.m.)
August 15 Summer Session C ends
August 20 Summer Session C grades due (noon)
August 22 – 23 Access to Banner Web registration is not available. (See Banner for next available access date)
August 24 New student course advisement/registration (10 a.m.); add/drop for continuing students resumes (5:15 p.m.); registration for non-matriculated students resumes (6 p.m.)
August 25 Fall 2008 classes begin
August 29 Last day to submit authorization to register for credit-hour overload (4 p.m.)
August 31 Course add/drop ends (midnight)
September 4 Deadline for submission of independent study, research, practicum and internship registration paperwork to the Registrar’s Office (4 p.m.)
September 5 Winter/Spring 2009 course schedules due in deans’ offices; final date for approval of new courses for Winter/Spring 2009 offering
September 19 Deadline for LIB course withdrawal
September 24 Winter/Spring 2009 course schedules due in Registrar’s Office
October 13–14 Columbus Day observed–No classes
October 17 Winter/Spring 2009 registration material distribution to departments
October 20 Winter/Spring 2009 course advisement begins
October 24 Last day to apply for in-state residency for fall semester
October 26 Spring 2009 priority registration begins for graduate students (10 a.m.); Branch Campus at ACC priority registration begins (undergraduates and graduates) (10 a.m.); Winter 2009 priority registration for all matriculated undergraduate and graduate students begins (10 a.m.)
October 31 Course advisement ends; last day for unrestricted course withdrawal
November 1 Spring 2009 priority registration begins for main campus undergraduates (10 a.m.)
November 16 Spring 2009 main campus undergraduate priority registration ends (midnight); winter 2009 registration continues
November 23 Spring 2009 main campus undergraduate course adjustment begins (6 p.m.)
November 25 Classes end (10 p.m.)
December 12 Fall semester ends (noon); waitlists purged
December 14 Spring 2009 priority course adjustment ends for main campus, undergraduate students (midnight)
December 16 New Spring transfers' online registration begins (10 a.m.)
December 17 Final grades due (noon)
December 22 Winter 2009 five-week web classes begin
January 5 Winter 2009 three-week classes begin
VISIT SUNY PLATTSTUGH’S WEBSITE!
www.plattsburgh.edu/register

Courses at Plattsburgh
Explore your options at Plattsburgh. View our schedule of courses on the web at www.plattsburgh.edu. Click on the Banner Web icon; click on course search link listed under the Banner Web Online Registration heading.

Accounting
Africana Studies
Anthropology
Arabic
Art
Asian Studies
Astronomy
Biology
Business
Canadian Studies
Career Life Planning
Chemistry
Communication
Communication Disorders & Sciences
Computer Science
Consumer Economics Management
Counseling
Criminal Justice
Dance (see Theatre)
Economics
Education
Education Administration
Education (Mathematics)
Education (Reading)
Education (Special)
Education (Student Teaching)
English
English as a Second Language
Environmental Science
Expeditionary Studies
Finance
Food & Nutrition
Foreign Language & Literature
French
Freshman Experience
Freshman Seminar
Geography
Geology
German
Health Education
History
Honors
Hotel, Restaurant, and Tourism Management
Human Development and Family Relations
Information & Technology Literacy
Interdisciplinary Studies
Italian
Journalism
Latin
Latin American Studies
Linguistics
Management & International Business
Marketing & Entrepreneurship
Master of Liberal Studies
Mathematics
Meteorology
Military Studies
Minority Studies
Music
Nursing
Nutrition
Philosophy
Physical Education
Physics
Political Science
Portuguese
Psychology
Reading
Recreation
Russian
Science and Society
Sociology
Spanish
Social Work
Theatre
Tutor Training
Women’s Studies
WEB RESOURCES

About Plattsburgh
► Regional and Local Overview: www.plattsburgh.edu/academics/catalog/region.pdf
► Request Information About Plattsburgh: www.plattsburgh.edu/admissions/
► Safety and Security at Plattsburgh: www.plattsburgh.edu/offices/admin/universitypolice/campus.php

Banner Web & Registration
Access information pertaining to the following topics on our website:
► Angel Course Management: www.plattsburgh.edu/academics/onlinelearning/angel.php
► Course Descriptions: www.plattsburgh.edu/register/ (course search link)
► Cross Registration Form: www.plattsburgh.edu/register/
► GE Courses/Term: www.plattsburgh.edu/ (course search link)
► Non-Matriculated Student Registration: www.plattsburgh.edu/register/nonmatriculated.php
► Online Learning Overview: www.plattsburgh.edu/academics/onlinelearning/
► Registrar College Forms: www.plattsburgh.edu/register/forms
► Schedule of Courses: www.plattsburgh.edu/register (course search link)
► SUNY Plattsburgh Branch Campus at Adirondack Community College:
  www.plattsburgh.edu/offices/branchcampus/acc/

Policies & Programs
► College Catalog (includes all academic programs): www.plattsburgh.edu/academics/catalog/
► Family Educational Rights and Privacy Act (FERPA) Policy: www.plattsburgh.edu/register/
► General Education 3 and 4 Programs: www.plattsburgh.edu/academics/catalog/geded.pdf#geded
► SUNY Plattsburgh Branch Campus at Adirondack Community College:
  http://www.plattsburgh.edu/branchcampus/acc/

Services
► Library Services: www.plattsburgh.edu/library/distancelearning.php
► Offices and Services: www.plattsburgh.edu/offices/
► PSU NetID: www.plattsburgh.edu/technology/netid/faq.php
  • Why do I need an account: www.plattsburgh.edu/technology/netid/whyaccount.php.
  • How do I change my password: www.plattsburgh.edu/technology/netid/changepw.php.
  • What services use the PSU NetID? www.plattsburgh.edu/technology/netid/services.php
► Webmail: http://webmail.plattsburgh.edu/

ON-CAMPUS INFORMATION

Campus Identification Card
Plattsburgh has an all-campus ID card system. Regular hours for picture IDs are Monday-Friday from 8 a.m. - 4:30 p.m. in the Clinton Dining Hall ID Card Office. Students who are unable to visit our campus in person should visit the following website to order an identification card:

College Store: Monday - Friday, 8:30 a.m. – 5 p.m.; Saturday, 12:00 p.m. – 4:00 p.m.
Textbooks required for each course are available in the College Store prior to the opening of each course. Additional business hours are scheduled during the evening of opening week for your convenience. Students may also order books online at www.mysubookstore.com.

Course Drop (no tuition liability): April 5 – August 31, 2008
Course Withdrawal (tuition liability): Beginning September 1, 2008 for full-semester courses
Students may drop a course without tuition liability during preregistration and the first week of the semester only. When viewing the class schedule on Banner Web, select the “drop” option located next to the course and click on Submit Changes at the bottom of the form. A Course Schedule Adjustment form is required beginning the second week of the semester. This form is available online at web.plattsburgh.edu/register/forms/alpha.php. Students complete the Course Schedule Adjustment form, obtain signatures of their instructors and academic advisors, and return this form to the Registrar’s Office by the last day of unrestricted course withdrawal (October 31/full-semester course). A grade of W (withdrawal) will appear on the student’s record.

Students are responsible for the accuracy of their course registration each semester and are liable for tuition, fees, and grades for all courses remaining on their schedule after the end of the official drop/add date.

Percent of Refund Fall 2008
Only if course withdrawal results in less than full-time status (fewer than 12 credit hours)

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Eight-Week Courses</th>
<th>Full-Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>8/25 – 8/31</td>
<td>100 %</td>
<td>100 %</td>
</tr>
<tr>
<td>Second</td>
<td>9/1 – 9/7</td>
<td>40 %</td>
<td>70 %</td>
</tr>
<tr>
<td>Third</td>
<td>9/8 – 9/14</td>
<td>20 %</td>
<td>50 %</td>
</tr>
<tr>
<td>Fourth</td>
<td>9/15 – 9/21</td>
<td>0 %</td>
<td>30 %</td>
</tr>
<tr>
<td>Fifth</td>
<td>9/22 -</td>
<td>0 %</td>
<td>0 %</td>
</tr>
</tbody>
</table>

Credit Overload: Due by August 29, 2008
Undergraduate students may register for up to 18 credits per semester, and graduate students may register for up to 15 credit hours per semester. Students interested in registering for a credit overload may obtain the Authorization to Register for Credit-Hour Overload form from the Registrar’s Office (Kehoe 304) or online at web.plattsburgh.edu/register/forms/alpha.php. Approval from the student’s academic advisor and department chairperson is required. Late fees apply for credit overload registrations processed after the first week of the semester.

Diploma Application: Due by September 19, 2008
All students should apply for graduation one semester before their expected graduation date and no later than the second week of the designated semester. Consultation with your academic advisor is recommended to verify degree requirements before submission of the Diploma Application. The names of students submitting Diploma Applications after September 19 may not be included in the commencement brochure. This form is available online at web.plattsburgh.edu/register/forms/alpha.php.

English Placement Exams
ENG101 College Writing II meets the all-college composition requirement. Entering freshmen take an English placement examination to determine the level of their competency in writing to place into ENG100 or ENG101. As a result, of this examination a student can be required to enroll in ENG100 prior to ENG101. Students may opt to self-register for ENG100 without taking the placement exam. All students are required to obtain a grade of C (2.0) in ENG101 in order to qualify for graduation; grades of less than C (2.0) are not accepted for transfer credit. Students placed in ENG100 College Writing I must earn a grade of C (2.0) or better as a prerequisite for enrolling in ENG101.

Foreign Language Placement Exams
Advance placement examinations are given at the beginning of fall and spring semesters. All new students will be notified of the orientation and opening week placement exam schedules. Currently enrolled students may contact the Foreign Language and Literature Department (564-2829). The one-hour exam evaluates listening, reading, and writing skills at all levels. Level 111 Placement: Open to students with either previous or no knowledge of Spanish, French, or German, or for those students who have had fewer than three years of one language in high school. These students take the placement examination. Students with three or more years of a foreign language in high school should not register for the 111 language courses. Students who choose to meet the foreign language General Education requirement through the placement examination will receive zero (0) credit. Students who desire credit for lower-level language study must take the CLEP examination.

Grades
Midterm/final grades are available on Banner Web. Grades may be mailed upon written request.
Honors Program
Honors Program admission is automatic for any interested student whose high school average is 92 or above and whose combined SAT score is 1150 or above, or whose GPA is 3.5 or higher. Students who do not meet these standards but who would like to be considered for the program may consult with the director of the program. All students must consult with Dr. David Mowry, Hawkins Hall, 518-564-3075. Visit the Honors website at www.plattsburgh.edu/honors.

ON-CAMPUS INFORMATION

Independent Study, Research, and Internships: Due by September 5, 2008
Applications for independent study, research, and internships may be obtained from academic departments and the Registrar’s Office (Kehoe 304) or online at web.plattsburgh.edu/register/forms/alpha.php. Completed and approved applications must be submitted to the Registrar’s Office by the second Friday of the semester. A late course-add fee applies if received after this deadline.

Information & Technology Literacy
Proficiency Exam: Anyone who has not received a grade (including W) for LIB101, 102 or 105 is eligible to meet the general education requirement by passing the LIB105 Proficiency Exam. Passing the exam awards no credit hour. A student may take the Proficiency Exam only once. The exam will be offered on April 2 – noon, April 3 – 12:30 p.m. and 6 p.m., and April 4 – noon in FL108. The Proficiency Exam will also be offered to ACC Branch Campus students only on Tuesday, April 8 at 9 a.m. and 4:30 p.m. in Scoville Room 325. Registration for the exams is required through the Library home page for the PSU exam or the ACC Branch Campus home page for the ACC exam.
Course: LIB classes begin August 25 and end October 24. The deadline for withdrawing without penalty is September 19. There are no withdrawals after this date; college policy on late withdrawal will be strictly enforced. All classes meet in Feinberg 108 unless noted otherwise.

Mathematics Competency Exam
All students are required to take a mathematics competency examination before enrolling in any mathematics course at Plattsburgh unless a student received transfer credit for MAT101 or higher; received a math SAT score of 460 or a math ACT score of 16; or placed into MAT 101 at SUNY Plattsburgh. The competency exam is given during opening week and again during final exam week. The dates of the exam are Saturday, August 23, and Tuesday, December 9. The results of this test will determine whether a student can enroll in a course above MAT 101 or must pass MAT 101 on campus first. See the math department for dates.

In general, students:
• will not receive credit for MAT 101 if they have received credit for a calculus or precalculus course.
• will not receive credit for MAT 102 if they have received credit for a calculus course.
• will receive credit for no more than one of MAT 221 and MAT 224.

Students who wish to take a calculus course but do not know if they have adequate preparation for it should sign up for the course they want to take. Guidelines will be given at the first meeting of the class to make sure students have adequate preparation. A course change for this reason can be made without penalty by Sunday, August 31, 2008. Students who wish to take a course on a pass/fail basis must obtain the permission of the instructor in writing and submit a copy to the Mathematics Department by Friday, September 5, 2008. Forms are available in the Department Office. Any student planning to take MAT 222 or MAT 224 in the future needs to know the material of MAT 104: Trigonometry. MAT 104 is a one-credit course that meets for 5 weeks. MAT 104 A meets during the first 5 weeks, and may be taken concurrently with MAT 221, MAT 222, or MAT 224. MAT 104 B meets the last 5 weeks before finals, and may be taken concurrently with MAT 102 or MAT 221. Students may not enroll in any course above MAT 101 until they have met the Mathematics Competency requirement of the General Education program.

PIN Disabled/Reset
Five consecutive login failures disable the student’s PIN. If a student forgets or disables his/her PIN, contact the Registrar’s Office (518-564-2100), Academic Advising (518-564-2080), or Computer Information Systems (518-564-3013). Students are encouraged to go to the Banner Web Personal Menu to create a security question enabling them to reset their PINs should they experience a login failure.
**REGISTRATION INFORMATION**

**Registration Code**
All matriculated, undergraduate students are required to obtain a registration code to access Banner Web registration during the priority registration period. The registration code is printed on students’ mid-term grade reports and distributed by students’ advisors during the two-week course advisement period prior to registration. Graduate, non-matriculated, and RN option students are not required to use the registration code. Students currently studying abroad Spring 2008 are also not required to use the registration code.

**Registration Error Messages**
- **Approval Required**: Registration restricted until student obtains permission to register from the respective department chairperson or coordinator of special program.
- **Campus Restriction**: Only students located at a specific location may register. Some courses are restricted for matriculated, undergraduate students attending our Adirondack Community College branch campus. These restricted courses are offered at the ACC campus.
- **Class Level Restriction**: Only students at a specific class level are allowed to register. Class levels are freshmen, sophomores, juniors, and seniors (upper/lower levels) and graduates. The class level restriction is defined in the prerequisites for each course. Click on the course link on Banner Web to view course description and prerequisite requirements.
- **Closed Course**: Course enrollment is at maximum capacity. Students are encouraged to waitlist on closed courses. Students must obtain the department chairperson’s approval to add a closed course. If approval is granted, the department chair enters an approval code in Banner. The student is responsible for adding the course on the Banner Web Add/Drop form, enter CRN of course, and submit.
- **Corequisite**: If a course has a corequisite, the courses must be added simultaneously in Banner to permit registration (e.g., BIO101 A lecture and BIO101LA lab).
- **Degree Restriction**: Only students in specific degree programs may register.
- **Level Restriction**: Only students in a specific level (undergraduate or graduate) are allowed to register. All graduate courses (500 level) have been coded with a graduate-level registration restriction.
- **Major Restriction**: Only students in a specific major may register. Most major restrictions are defined in the prerequisites for courses. If not, contact the respective academic department should you have questions.
- **Prerequisite**: Student has not completed prerequisites for a course. Click on the course link to view course description and prerequisite requirements.
- **Reserved/SR**: Seats reserved for specific group registrations such as Learning Communities, SSS/EOP/ESL students only, incoming students. Students are encouraged to waitlist on courses with reserved seats.

**Registration Fees**
Currently enrolled students who do not register during the priority registration period will be assessed a $40 late registration fee. Students who do not complete their registrations by the end of the first week of the fall/spring semesters will be assessed a $20 per course late add fee.

**Registration Holds**
View holds on Banner Web/Student Menu/Registration Menu/Administrative Holds prior to registration. Existing holds are listed at the bottom of the form. Clear financial (AR) holds through Student Accounts (518-564-3120); registrar holds (RH) through the Registrar’s Office; telecommunication holds through the Telecommunication Office (518-564-7975); library holds through the Library (518-564-5180); code of conduct (CC) holds, clear by reading the Student Code of Conduct information and clicking on the accept button when finished; immunization/meningitis holds require the student to sign a form at the Health Center. Local address holds require students to enter their local addresses directly into Banner by accessing the Personal Menu, updating local address (use drop-down arrow), and by submitting changes; the hold will lift automatically.

**Registration Time Ticket (Student’s Assigned Date & Time to Register)**
Each student is assigned a registration time ticket. The registration time ticket is the date and time a student is granted access to Banner Web registration. The registration time ticket is printed on the student’s Midterm Grade Report and is available on Banner Web/Registration Menu/Add-Drop Classes form. If a student plans to register and has not been assigned a registration time ticket, he or she should contact the Registrar’s Office for assistance. Matriculated, graduate students who are not currently enrolled for courses during the current term are assigned a registration time ticket only after notifying the Registrar’s Office of intent to return at 518-564-2100 or 1-800-570-1634, or by email at registrar@plattsburgh.edu.
Waitlist
All courses may be waitlisted with the exception of internships, practica, independent studies, and courses designed for learning communities. When a course reaches its maximum enrollment and additional students attempt to register for it, a waitlist is formed as students are given the option to add themselves to the wait-list. Students are not automatically added to the wait-list; they must select the waitlist option on the registration system when they attempt to register for a closed course. Students will not be given the option to waitlist if they do not have the course prerequisites. Students may remove themselves from waitlists at any time during the registration period. The waitlist is built on a first-come, first-served basis. The waitlist program will run approximately four times per day. The process will automatically register the first student on the list into the course when a space opens if no registration-checking errors (i.e., time conflicts, duplicate course registration, maximum credit limit exceeded, etc.). This process will also create an email notifying the student that his/her registration for the course is complete. This email is forwarded to the student’s Plattsburgh Webmail account. Please note, students are not registered officially for waitlisted courses. Therefore, all students are encouraged to select alternate courses if they have not moved from the waitlist by the end of the course adjustment period. All waitlists will be purged at the end of the course adjustment period.

BILLING INFORMATION FOR ALL STUDENTS

FALL 2008 BILL DUE DATE
MONDAY, AUGUST 4, 2008

Tuition and Fees
• Students who are classified as out-of-state residents for tuition purposes but believe they are eligible for in-state tuition may apply for consideration as in-state residents. To be considered, they need to complete a residency application and submit the application along with requested documents to the director of Student Accounts. Instructions and an application are available on the Student Account’s website at plattsburgh.edu/studentaccounts. The deadline for applying is Friday of the fourth week of each semester (Friday, September 19 for the fall semester).
• Tuition and expenses may be subject to change after publication including tuition and fee increases due to currency exchange rate fluctuations for Study Abroad programs.
• For tuition and fee rates, go online at plattsburgh.edu/studentaccounts and click on links under the “Cost” heading.

Payment
For instructions on how to process and pay a current-term bill, please go to the Student Accounts website at plattsburgh.edu/studentaccounts. Click on “Forms” to the left. Look for the heading “Online Bill Processing Instructions.” A bill for your registered courses will be available the day following course registration. Check or money order should be payable in U.S. funds to SUNY Plattsburgh. Tuition and fees may also be paid with MasterCard, Visa or Discover cards. Please make payment by the due date to avoid administrative and late payment fees. Bills processed or paid after the bill due date will be assessed an administrative fee between $30 and $50, depending on the balance. A late payment fee of up to $50 per month thereafter may be charged on outstanding balances, up to a maximum of four charges per semester. The Registrar charges continuing students who missed the priority registration period ending April 27 a $40 late registration fee.

Tuition Refund
Tuition refunds are based upon a student’s enrollment in courses or status with the college, i.e., full-time students who are enrolled in 12 or more credits and drop below full-time to part-time status; or full-time/part-time students who process an official college withdrawal by the end of the first week of classes. To obtain a refund of tuition, it is necessary to make the request in writing to Student Accounts. Account balances less than $5 will not be refunded unless specifically requested by a student within 120 days of initial forfeiture. Otherwise the balance may remain forfeited. Refunds are determined according to the following schedule:

<table>
<thead>
<tr>
<th>Percent of Refund Fall 2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Only if course withdrawal results in less than full-time status (fewer than 12 credit hours)</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Week</th>
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<th>Eight-Week Courses</th>
<th>Full-Semester</th>
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<td>100 %</td>
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<tr>
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<tr>
<td>Fourth</td>
<td>9/15-9/21</td>
<td>0 %</td>
<td>30 %</td>
</tr>
<tr>
<td>Fifth</td>
<td>9/22 -</td>
<td>0 %</td>
<td>0 %</td>
</tr>
</tbody>
</table>

The first day classes are offered is considered the first day of the semester. The first week of classes is considered seven calendar days.
ACADEMIC ADVISEMENT FOR EDUCATION MAJORS

Mandatory Meeting for all Undergraduate Education Majors

Adolescence 7-12 Majors and BA/MST Majors: See your primary advisor first.

Childhood/Early Childhood Education Majors: Freshmen will have a group advisement meeting—the date and time will be announced in class. Sophomores, juniors, and seniors will meet individually with advisors by appointment. Please bring a current copy of your CAPP report and any worksheets you used during your previous advisements. You will receive your registration code (PIN) at the advisement session.

Special/Childhood Education Majors: See your academic advisor.

Graduate Students: Please meet with your advisor.

Important Information about Student Teaching: All prospective undergraduate and graduate Fall 2008 and Spring 2009 student teachers must attend a mandatory student teaching application orientation session that will be held during the week of February 2, 2009. Check with the Office of Field Experience (Sibley 300) for dates and times. If you plan to student teach during the Fall 2008 or spring 2009 semesters, you must submit the student teaching application to the Office of Field Placement by Friday, February 25, 2009.

As part of the new reporting program for SUNY Systems and Administration, we are required to provide specific sections and enrollment numbers for each college field supervisor. After you submit your application for student teaching, you will be preregistered for student teaching by the Office of Field Experience and the Registrar’s Office. It will be your responsibility to check on BANNER to ensure that you have been registered in the appropriate section with the appropriate supervisor. If you have an “Accounts Receivable” (Student Accounts Hold), it will also be your responsibility to resolve this. You will not be preregistered until your hold has been cleared.

BANNER WEB ACCESS

1. From www.plattsburgh.edu, click on Banner Web/Login icon
2. Click on Login to Banner Web link
3. Enter USER ID: first-time user enters social security number.
4. Tab to PIN field (do not press the return/enter key).
   ► Enter last six digits of Social Security Number (if initial login)
   ► Re-Enter Old PIN = last 6 digits of your social security number
   ► Enter New PIN = only digits between 0 and 9; do not use spaces or hyphen
   ► Confirm New PIN = re-enter new PIN.
5. Login.
6. Select Student Menu/Registration Menu
7. Select Term = Fall 2008; submit term
8. Look Up Classes to Add or Add/Drop Classes
9. Enter Registration Code Verification (necessary only for undergraduate students during priority registration).
10. Check box next to desired course(s), scroll to end of page, and submit changes or enter course reference number (CRN) directly and submit changes. If courses are closed, you may opt to waitlist by selecting the drop-down arrow (to the left of the course), select waitlist, and submit changes. When the course opens, students are registered automatically if they meet registration requirements (i.e., major restrictions, prerequisites, no time conflicts, do not exceed the maximum credits allowed per term, etc.). An email will be forwarded to your Plattsburgh email account should you be successfully registered for a waitlisted course. Students may delete waitlisted courses at any time during the registration periods. The waitlist information is purged on the last day of course adjustment.
11. When students receive permission to register for a course from the department, they must go to Look Up Classes to Add, enter the CRN of the course, and Submit changes.
12. Course Schedule by Day & Time: to confirm and to print your schedule.

Students are responsible for all information existing on their registration records, including tuition and fees associated with all courses
According to New York Public Health Law Article 21, Title VI, Section 2165: All students born after January 1, 1957 must be immunized for measles, mumps, and rubella and present proof of immunization to complete registration. Contact the Student Health Center (518-564-2187) for information.

Fall 2008 Priority Registration on Banner Web
Undergraduate priority is based on credits completed. Incomplete grades and Spring 2008 in-progress course credits are not included in the credit hours considered for priority registration groups. Students may view their assigned registration day/time on their mid-term grade reports and on the Banner Web/Registration Menu. Students are responsible for all courses on their registration records and the tuition and fees associated with these courses. Non-attendance does not remove liability.

<table>
<thead>
<tr>
<th>Student Level</th>
<th>Completed Credits Only (does not include Spring 2008 credits)</th>
<th>Date</th>
<th>Time</th>
<th>Registration Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Students</td>
<td>No Credit Limit</td>
<td>April 5, 2008 - August 31, 2008</td>
<td>10 a.m. - Midnight</td>
<td>Not Required</td>
</tr>
<tr>
<td>Undergraduate Branch Campus (ACC) Students</td>
<td>No Credit Limit</td>
<td>April 5, 2008 - August 31, 2008</td>
<td>10 a.m. - Midnight</td>
<td>Required</td>
</tr>
<tr>
<td>Seniors</td>
<td>85 or More Credits</td>
<td>April 12, 2008 - April 27, 2008</td>
<td>See Banner Web Registration Time Ticket or Midterm Grade Report</td>
<td>Required</td>
</tr>
<tr>
<td>Juniors</td>
<td>57 - 84.99 Credits</td>
<td>April 13, 2008 - April 27, 2008</td>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>Sophomores</td>
<td>28 - 56.99 Credits</td>
<td>April 15, 2008 - April 27, 2008</td>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>Freshmen</td>
<td>0 - 27.99 Credits</td>
<td>April 17, 2008 - April 27, 2008</td>
<td>Required</td>
<td></td>
</tr>
</tbody>
</table>

- **Course Advisement:** Students meet with academic advisors March 31 – April 11, 2008.
- **Registration Code:** Obtained from advisor (required for Banner Web priority registration). Students who do not meet with their advisors by April 11 contact the Academic Advising Office beginning April 21 to obtain their registration codes. Graduate students are not required to use registration codes.
- **Registration Holds:** Resolve all holds to access Banner Web registration: financial aid, student accounts, immunization (Health Center), library, telecommunication, registrar, and local address. Contact the department responsible for creating the hold to clear your obligation prior to registration. Students may clear the local address hold by entering their local addresses on Banner Web.
- **Full-time status** (12 credits or more) is required for athletic eligibility, health insurance, financial aid, and international students. Athletes and international students in their last semester of study are exempt from this requirement.
- **Credit Limit Overload:** Undergraduate students, 18 credits per semester; graduate students, 15 credits per semester. The Authorization to Register for Credit-Hour Overload form is available at the Registrar’s Office (Kehoe 304) and online at web.plattsburgh.edu/register/forms/alpha.php.
- **Waitlist for Closed Courses:** The waitlist option is available.
- **Closed/Restricted Courses:** Permission to register for closed or restricted courses may be granted by the department chairperson only. When students receive permission to register for a course from the department, they must go to Look Up Classes to Add, enter the CRN of the course, and Submit changes.
- **A $40 late registration fee** applies to registrations processed after the priority registration period.
COURSE ADJUSTMENT

Currently enrolled Matriculated Students & ACC Branch Campus Students: April 5 – August 31, 2008
Currently enrolled Main Campus, Matriculated, Undergraduate Students: April 12 - June 8, 2008 and August 3 – August 19, 2008

1. Access Banner Web to adjust your Fall 2008 course schedule (registration code not required).
2. See Priority Registration notes.

COURSE ADD/DROP – ALL STUDENTS
August 24 – August 31, 2008

- Access Banner Web to adjust your Fall 2008 course schedule.
- See Priority Registration notes.
- A $20/course late adjustment fee applies beginning September 1 unless a student has a reason described below.

Students are exempt from the Late Course Add Fee for the following reasons:
✓ You are a graduate student.
✓ You are a new student (admitted Fall 2008).
✓ You failed a course the previous semester.
✓ You changed your major
✓ A course or section for which you registered was cancelled or the course days/times changed since initial registration.
✓ Results of a placement test forced a schedule adjustment.
✓ You received a letter from the college requiring you to adjust your schedule.
✓ You completed a course you previously registered for during the break.
✓ You participated in an approved, study-abroad program last semester.
✓ You added an internship, independent study, or practicum by September 5, 2008

REGISTRATION – MATRICULATED STUDENTS (NEW)
Sunday, August 24, 2008 (10 a.m.)

Plattsburgh’s faculty and staff will assist new students who have not previously registered for courses. New students may continue the registration process through August 31, 2008 (midnight). Information regarding services, dates, and deadlines is forwarded to all new students. Questions may be directed to the Admissions Office (518-564-2040).

REGISTRATION – NON-MATRICULATED STUDENTS

A non-matriculated student is a student who has not been accepted into a degree program through the Admissions process.

According to New York Public Health Law Article 21, Title VI, Section 2165: All students born after January 1, 1957 must be immunized for measles, mumps, and rubella and present proof of immunization to complete registration. This law pertains to all non-matriculated students registering for six (6) or more credit hours. Contact the Student Health Center (518-564-2187) for information.

Step 1: Apply
Obtain a Non-Matriculated Student Registration form from the Registrar’s website at www.plattsburgh.edu/register/nonmatriculated.php or call the Registrar’s Office (518-564-2100) to obtain this application, complete, return to the Registrar’s Office, SUNY Plattsburgh, 101 Broad Street, Plattsburgh, NY 12904 or FAX to 518-564-4900. The Registrar’s Office will process your application and forward an email confirmation with registration instructions. Online registration begins August 10, 2008 (10 a.m.).

Step 2: Register Online: See Banner Web Access instructions, page 9.
- Graduate (500 level) open to individuals who hold a bachelor’s degree (documentation required prior to initial graduate registration only).
- Undergraduate (100-400 level) open to high-school juniors, seniors, graduates, individuals who hold degrees, and adults with less formal education.
- Senior citizens are welcome to enroll on an audit/tuition-free basis.
- Students are responsible for all information existing on their registration records, including course tuition and fees

Step 3: Payment
Students are responsible for all tuition and fees for courses on their registration record. Non-attendance does not remove liability. Please refer to the General Information section of this schedule to learn more about dropping and withdrawing from courses and refer to the Billing section of this schedule to learn more about tuition, fees, and refund schedules.
ONLINE LEARNING INFORMATION

YOUR ONLINE COURSES

Online courses start on Monday, August 25, and typically follow the academic calendar. Plattsburgh State offers online courses through the ANGEL Course Management System. You can log directly into your personal account in the ANGEL Course Management system to view your course lists and find direct links to your online (web) course(s). The Link to the ANGEL Course Management system http://angel.plattsburgh.edu/Angel/ can be found in the lower right hand corner of Plattsburgh’s Web Page http://www.plattsburgh.edu/.

Your Plattsburgh Net ID is required to log onto ANGEL and access your ANGEL course(s). Every student at Plattsburgh State has an ANGEL and Webmail account that can be accessed by entering your assigned Net ID. Your Net ID makes it possible for you to access various electronic systems on campus and is an essential component to your college experience. If you need additional information about or assistance with your Plattsburgh Net ID, you can check the informational web page at http://web.plattsburgh.edu/technology/netid/ or contact the Computer Helpdesk at (518) 564-4433.

Online courses are subject to the same rules as all courses. Thus, the same rules as apply to classroom courses for tuition liability, dropping, and withdrawing apply to online courses.

If you have difficulties logging onto ANGEL or accessing your course site(s), please note that a “Help” link appears at the bottom of every ANGEL screen along with a “Trouble Report” link that allows you to report problems. ANGEL courses are supported through services provided by Instructional Technology on the Plattsburgh State campus. E-mail inquiries can be addressed to instructional.technology@plattsburgh.edu or to the instructor of the course.

SUNY Plattsburgh reserves the right to make changes to courses listed on Banner Web. This may include, but is not limited to, course cancellations, course additions, and changes in course days/times/locations/instructors. Students are encouraged to access Banner Web via Plattsburgh’s homepage at www.plattsburgh.edu to view updated course schedule information and their course schedules.
<table>
<thead>
<tr>
<th>DEPARTMENT/PROGRAM</th>
<th>DIRECTOR/CHAIRPERSON</th>
<th>LOCATION</th>
<th>TELEPHONE</th>
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<tr>
<td>Accounting</td>
<td>Dr. M. Gaber</td>
<td>Redcay 140</td>
<td>564-3185</td>
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<tr>
<td>African Studies</td>
<td>Dr. K. Lavoie</td>
<td>Hudson 101</td>
<td>564-3150</td>
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<td>Anthropology</td>
<td>Dr. J. Armstrong</td>
<td>Redcay 127</td>
<td>3003</td>
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<td>Dr. K. Blough</td>
<td>Myers Fine Arts 220B</td>
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<td>Biochemistry</td>
<td>Dr. L. Luck</td>
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<td>2116</td>
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<td>Beaumont 304B</td>
<td>2116</td>
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<td>Business</td>
<td>Ms. T. Marlow</td>
<td>Beaumont 320</td>
<td>3155</td>
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<td>Canadian Studies</td>
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<td>Redcay 104</td>
<td>3185</td>
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<td>133 Court</td>
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<td>Ward 107F</td>
<td>2164</td>
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<td>Beaumont 318</td>
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<td>Hudson 102</td>
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<td>Dr. K. Whittier</td>
<td>Sibley 418</td>
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<tr>
<td>Office of Field Experience</td>
<td>Mr. J. Petillo</td>
<td>Sibley 300</td>
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<tr>
<td>English</td>
<td>Dr. T. Morrissey</td>
<td>CVH 103</td>
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<tr>
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<td>Dr. N. Church</td>
<td>Redcay 172</td>
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<td>Expeditionary Studies</td>
<td>Dr. L. Soroka</td>
<td>102 Broad St.</td>
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<td>General Education</td>
<td>Ms. S. Daley</td>
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<td>Dr. W. Gordon</td>
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<td>Hotel, Restaurant, Tourism Mgmt</td>
<td>Dr. R. Gudydosh</td>
<td>Sibley 403C</td>
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<td>Human Dev. &amp; Family Relations</td>
<td>Dr. M. Frost</td>
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<td>Individualized Studies</td>
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<td>Information &amp; Tech. Literacy</td>
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<td>Dr. B. Higgins</td>
<td>Hawkins 134B</td>
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<td>Journalism</td>
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<td>Latin American Studies</td>
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<td>Sociology &amp; Criminal Justice</td>
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<td>Speech Communication</td>
<td>Mr. P. Ensel</td>
<td>Redcay 243</td>
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<td>Sport &amp; Wellness</td>
<td>Ms. L. Bardon</td>
<td>Yokum CL 103B</td>
<td>2111</td>
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<tr>
<td>Study Abroad &amp; Exchanges</td>
<td>Mr. A. Lang</td>
<td>Memorial 312</td>
<td>3140</td>
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<tr>
<td>Theater</td>
<td>Dr. T. Palkovic</td>
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<td>2320</td>
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<tr>
<td>Women’s Studies</td>
<td>Dr. D. Altamirano</td>
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### DEANS

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<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>Dean—Arts and Science</td>
<td>Dr. K. Lavoie</td>
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<tr>
<td>Dean—Business and Economics</td>
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<td>3184</td>
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<tr>
<td>Dean—Library &amp; Info Services</td>
<td>Ms. C. Oberman</td>
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<tr>
<td>Dean—Education, Health &amp; Human Serv</td>
<td>Dr. D. Hill</td>
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### FALL REGISTRATION SCHEDULE

<table>
<thead>
<tr>
<th>Student Type</th>
<th>Priority Registration</th>
<th>Course Adjustment</th>
<th>Add/Drop</th>
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<tbody>
<tr>
<td>Graduate Students (Matriculated)</td>
<td></td>
<td>April 5 – August 31</td>
<td></td>
</tr>
<tr>
<td>Branch Campus at ACC Students (Matriculated)</td>
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<td>April 5 – August 31</td>
<td></td>
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<tr>
<td>Currently Enrolled Undergraduate Students</td>
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<td>April 12 – April 27</td>
<td>May 4 – June 8</td>
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<tr>
<td>Attending the Main Campus (Matriculated)</td>
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<td>July 27 – August 21</td>
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<td>Waitlists purged June 6</td>
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<tr>
<td>Fall 2008 Readmits</td>
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<td>May 4 – August 31</td>
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<tr>
<td>Fall 2008 Transfers</td>
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<td>In-person registration: June 27, July 26</td>
<td>Online: June 27 – August 31</td>
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<tr>
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<td>Banner Web registration is not available during freshman orientation sessions</td>
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<tr>
<td>Fall 2008 Freshmen</td>
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<td>Orientation Registration Dates</td>
<td>July 27 – August 21</td>
</tr>
<tr>
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<td>June 30</td>
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<td>July 2, 8, 11, 15, 18, 22</td>
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<tr>
<td>Non-Matriculated Students</td>
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<td>August 10 – August 21</td>
<td>August 24 – August 31</td>
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<tr>
<td></td>
<td></td>
<td>August 24 – August 31</td>
<td></td>
</tr>
</tbody>
</table>
## Important Abbreviations

| CRN | = | Course Reference Number (4-digit number in the first column in the Master Schedule) |
| Course Sec. | = | Department Code, Course Number, and Section Letter (e.g., ENG 101 A) |
| Cr. | = | Credit Hours |
| MTWRF | = | Days of Week (TR = Tuesday & Thursday; R = Thursday; U = Sunday) |

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<thead>
<tr>
<th>TIME</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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<td>1900 - 2130</td>
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</tbody>
</table>