

2012 SUMMER BANNER FORM

SUBJECT	
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COURSE NUMBER	
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CREDIT HOURS	
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Office Use Only	
Section Number	
Banner Code Number	

SESSION	<input type="checkbox"/> 1 <input type="checkbox"/> 1A <input type="checkbox"/> 1B <input type="checkbox"/> 2 <input type="checkbox"/> 2C <input type="checkbox"/> 2D Other <input type="checkbox"/> (please list dates below)
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CAMPUS		Potsdam = P, Watertown = W, Ottawa = 5 (All others contact Extended Ed)
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SCHEDULE TYPE		Lecture = 1, Seminar = 2, Recitation = 3, Lab/Activity = 4, Distance Learning = 9
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STARTING DATE		ENDING DATE		<input type="checkbox"/> 100% Online <input type="checkbox"/> Hybrid (25-89% online) - include meeting dates/times under course comments
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SEATS REQUESTED		Enter the maximum enrollment allowed
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Meeting Days, Time and Place: Enter the appropriate information for this section. For a section that meets at various times, e.g. MATH 151 MWF 9:00 and T 9:30 then enter the information for MWF on the first line and T one the second line. If days and time are TO BE ARRANGED then leave blank.

DAYS	Su	M	T	W	Th	F	S	BEGINNING TIME	ENDING TIME

LOCATION	BUILDING	ROOM NUMBER

Please be sure to indicate a specific building and room that you wish to conduct your class. Every effort will be made to accommodate your needs.

- Regular Classroom
 If Different Please Specify _____
 Smart Classroom
 Computer Lab

INSTRUCTOR NAME	POTSDAM I.D. # OR SOCIAL SECURITY #

CO-REQUISITE COURSES (I.E. LABS)		
SUBJECT	COURSE NO.	SECTION

List all courses that must be taken at the same time as this course including cluster courses.

GENERAL EDUCATION DESCRIPTORS

IMPORTANT!!! Courses that are applying for a gen. ed. descriptor must fill out the Shortened Academic Term form in addition to this banner form and be approved through the General Education Committee.

Enter all the descriptors for which this course has been approved.

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REGISTRATION RESTRICTIONS			
SCHOOL	MAJOR	CLASS	LEVEL

Enter any registration restrictions that may apply to this section. *91 Ua d`Yg.* If a course or section is limited to students who have been admitted to the Crane School of Music then enter MU in the school column. If a course is limited to Secondary Education majors, then enter the Major Code 2030. For questions regarding Registration Restrictions contact the Registrar's Office

COURSE TITLE AND DESCRIPTION

COURSE TITLE
LIBERAL ARTS CREDIT <input type="checkbox"/> NON-LIBERAL ARTS CREDIT <input type="checkbox"/> (PLEASE CHECK ONE)
COURSE DESCRIPTION (IF DIFFERENT THAN IN THE UNDERGRADUATE OR GRADUATE CATALOG)

COMMENTS (I.E. PERMISSION OF THE INSTRUCTOR, PREREQUISITES)

APPROVAL SIGNATURES

DEPARTMENT CHAIR	DATE	DEAN	DATE

OFFICE USE ONLY

DATE RECEIVED IN EXTENDED ED	DIRECTOR	DATE