

BANNER CATALOG ENTRY FORM

Use this form when adding, revising or deleting from the Banner Catalog

Please Check One	
<input type="checkbox"/>	Add the following course. Complete the entire form.
<input type="checkbox"/>	Revise the following course. Complete the top portion and items to be changed.
<input type="checkbox"/>	End the following course. Complete only the top portion.

Subject

Course Number

Year

Semester

Course Title 30 Characters max
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Liberal Studies Credit	
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OR

Non-Liberal Studies Credit	
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Attach Justification Memo from Provost if required.

School	
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LS = Liberal Studies MU = Music PS = Education (formerly Prof. Studies)

Department	
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Frequency	
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Ex. Taught
Fall/Spring, Fall only,

Hegis Code	
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Enter the Classification of Instructional Program Code.
If unknown, consult institutional Research Office.

Schedule Type	Credit Hours

Schedule Types and Corresponding Codes:

- | | |
|-----------------------------------|---|
| Lecture = 1 | Programmed Instruction = 7 |
| Seminar = 2 | Student Teaching = 8 |
| Recitation = 3 | Online = 9 (submit Distance Learning Form) |
| Lab 1:2 credit/contact ratio = 4 | Internship = 10 |
| Lab 1:3 credit/contact ratio = 4A | Lecture/Lab/Rec 1:1.5 cr/contact ratio = 11 |
| Tutorial = 5 | Practicum = 12 |
| Independent Study = 6 | |

Grading Mode	
Check all the methods of grading that have been approved for this course	
Numeric	S*/U*

Pre-requisite Courses					
A/O	Subject	Course #	Concurrent?	REPLACE	REMOVE

List all courses that must be completed before this course can be taken. Also indicate if the pre-requisite course may be taken at the same time as this course. Please use A (and) or O (or); state: remove all **YES** or replace all **YES** existing prerequisites.

- - PLEASE CONTINUE ON REVERSE - -

