

BANNER SPECIAL TOPICS FORM

Use this form when adding, revising or deleting a Special Topics Course (courses numbered 195, 295, 395, 495, 595 or 695) from the Schedule of Classes.

Please Check One	
<input type="checkbox"/>	Add the following course. Complete the entire form. Use only for courses with the following numbers 195, 295, 395, 495, 595 or 695.
<input type="checkbox"/>	Revise the following course. Complete the top portion and items to be changed.
<input type="checkbox"/>	Cancel the following course. Complete only the top portion.

Subject	
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Course Number	
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Section Number		The course section # goes here, leave blank if new course and not
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Year	Semester

Course Title 30 Characters max	
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Liberal Studies Credit		OR	Non-Liberal Studies Credit		Check one
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Campus	
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Potsdam = P, Watertown = W (All others contact the Registrar's Office)

Session	
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Day = D, Evening = E, Weekend = W

Schedule Type	
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Lecture = 1, Seminar = 2, Recitation = 3, Lab 1:2 credit/contact ratio = 4, Lab 1:3 credit/contact ratio = 4A, Tutorial = 5, Independent Study = 6, Programmed Instruction = 7, Student Teaching=8, Distance Learning = 9, Internship = 10, Lecture/Lab/Recitation 1:1.5 cr/contact ratio = 11, Practicum = 12

Part / Term		OR	Start Date		Ending Date	
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Enter 1 for Full semester

Seats Requested	
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Enter the maximum enrollment for this section

Credit Hours	
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Enter Semester Credit Hours for this section.

---- Days ----						
M	T	W	R	F	S	U

--- Time ---	
Beginning	Ending

--- Place ---	
Building	Room Number

Instructor

Name	Potsdam Identification Number
	P

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Co-requisite Courses		
Subject	Course #	Section

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

Equivalent Courses	
Subject	Course #

List all courses in the current catalog to which this course is equivalent.

Prerequisite Courses	
Subject	Course #

List all courses (prerequisites) that must be taken before a student can take this course.

General Education Indicators

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Enter all the General Education indicators for which this course has been approved, including freshman experience, modes, p.e. and writing & speaking intensive. Please put th Gen Ed indicator and pending if not yet approved.

Grading Mode	
Numeric	S*/U*

Check the method of grading that has been approved for this course

For questions regarding Registration Restrictions contact the Registrar's Office.

Registration Restrictions			
School	Major	Class	Level

Comments

Course Description

APPROVAL SIGNATURES			
Department Chair	Date	Dean	Date

Registrar's Date Received Stamp