

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"/>	Delete the following course. Complete only the top portion.

Subject	<input style="width: 80%;" type="text"/>
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Course Number	<input style="width: 80%;" type="text"/>
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Effective Date	<input style="width: 80%;" type="text"/>
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Year	Semester
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Course Title <small>30 Characters max</small>	<input style="width: 80%;" type="text"/>
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Liberal Studies Credit	OR	Non-Liberal Studies Credit	
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School	<input style="width: 95%;" type="text"/>
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LS = Liberal Studies MU = Music PS = Education (formerly Prof. Studies)

Department	<input style="width: 80%;" type="text"/>
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Hegis Code	<input style="width: 95%;" type="text"/>	Enter the Classification of Instructional Program Code. If unknown, consult institutional Research Office.
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Instructional Type	Credit Hours

Instructional Types and Corresponding Codes:

Lecture = 1	Tutorial = 5
Seminar = 2	Independent Study = 6
Recitation = 3	Student Teaching = 8
Lab or Activity = 4	Distance Learning=9

Grading Mode	
Numeric	S*/U*

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

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

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).

