

BANNER SCHEDULE OF CLASSES CHANGE FORM

Use this form when adding, revising or deleting a course or section from the Schedule of Classes

Please Check One	
<input type="checkbox"/>	Add the following course. Complete the entire form. DO NOT use for Special Topics or Tutorials; use either the Banner Special Topics Form or the Banner Tutorial 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	
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Course Number	
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Section Number	
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Year	Semester

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

Credit Hours	
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Schedule Type	
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Lecture = 1, Seminar = 2, Recitation = 3, Lab or Activity = 4, Student Teaching=8, Distance Learning=9

Part / Term	
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Enter 1 for Full Semester

OR

Start Date	
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Ending Date	
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Seats Requested	
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Enter the maximum enrollment for this section

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 on the second line. If days and time are TO BE ARRANGED then leave blank.

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

--- Time ---	
Beginning	Ending

--- Place ---	
Building	Room Number

Instructor	
Name	Social Security Number

Co-requisite Courses		
Subject	Course #	Section

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

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General Education Indicators

Enter all the General Education indicators for which this course has been approved, including freshman experience, modes, p.e. and writing & speaking intensive.

Enter any registration restrictions that may apply to this section.

Examples: 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.

If a course is limited to senior Psychology majors then enter 0850 under major and under class.

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

Registration Restrictions			
School	Major	Class	Level

Grading Mode	
Numeric	S*/U*

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

Comments

Enter comments for the Schedule of Classes. Please limit to 30 letters.

Approval Signatures			
Department Chair	Date	Dean	Date

Office Use Only	
Date Received	Date Entered into Banner