



Special Session, DL & Off Campus Course Banner Scheduling Form

Office of Extended Education
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www.potsdam.edu/extended

OFFICE OF EXTENDED EDUCATION

Date

Office Use Only Section #: _____ CRN #: _____

Subject Course Number

Course Title

Credit Hours Billable Hours (if different from Cr. Hrs.)

Max Enrollment If < 20, please justify

Campus Potsdam Watertown Other

Schedule Type

- Lecture (1) Lab 1:2 (4) Ind. Study (6) Distance Learning (9) ----->
- Seminar (2) Lab 1:3 (4A) Activity 1:1.5 (11) Intern - Unpaid (10)
- Recitation (3) Tutorial (5) Practicum (12) Intern - Paid (13)
- Travel Course (14)

Session (Check all that apply)

- Fall
- Winterim Campus ~ 2 weeks Online ~ 3 weeks
- Spring
- Summer 1 1A 1B
- 2 2A 2B
- Other

- Committee Approved
- 100% Online < 2 times
- Hybrid (25 - 89% Online)
For Hybrid courses, include meeting dates/times below

Starting Date

Ending Date

Unique Dates

Meeting Days/Times Specific class times vary based on the number of credits and length of session so please select one of the following:
Morning, Mid-day, Afternoon, Evening from the drop down list.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Preferred Location:

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

Building	Room Number

- Regular Classroom
- Smart Classroom
- Computer Lab

Other:

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.

GE Descriptors

Course Description:

All "x95" courses must provide a course description. Any other courses for which the description is different from the Undergraduate/Graduate Catalog, must also provide an updated description by attaching to this form.

Comments: (I.E. Instructor permission, Pre-Reqs, guarantee recommendations, anticipated course expenses(\$), travel components for faculty and/or students, etc.)

Registration Restrictions: Enter any registration restrictions here. Examples: If a course or section is limited to Crane School of Music students then enter MU in school column. If course limited to Secondary Education majors, then enter Major Code 2030. Contact Registrar's Office with questions regarding Registration Restrictions.

School	Major	Class	Level

Co-Requisite Courses (ex. Labs): List all courses that must be taken at the same time as this course including cluster courses.

Subject	Course No.	Section

APPROVALS

Is this an Adjunct? Yes No

Instructor Name (Please Type/Print)	Potsdam ID#
Department Chair Signature	Date
Dean Signature	Date
DL (Onl/Hyb) or Intl Ed (Travel) - if applicable	Date
Extended Education Signature	Date

Office Use Only: Entered in Banner by: _____ on _____
Added to Spreadsheet by: _____ on _____