



# Special Session, DL & Off Campus Course Banner Scheduling Form

Office of Extended Education  
206 Raymond Hall  
44 Pierrepoint Avenue  
Potsdam, NY 13676  
Phone: 315-267-2166  
Fax: 315-267-3088  
www.potsdam.edu/exted

OFFICE OF EXTENDED EDUCATION

**Form Date**  **Office Use Only** Section #: \_\_\_\_\_ CRN #: \_\_\_\_\_

**Subject**  **Course Number**  **Session** (Check all that apply)  
 Fall  
 Winterim  Campus ~ 2 weeks  Online ~ 3 weeks  
 Spring  
 Summer  1  1A  1B  
 2  2A  2B  
 Other

**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 1:3 (4A)  Practicum (12)  Distance Learning (9) -->  Committee Approved  
 Seminar (2)  Tutorial (5)  Intern - Unpaid (10)  Travel Course (14)  100% Online  < 2 times  
 Recitation (3)  Ind. Study (6)  Intern - Paid (13)  Contract Course (15)  Hybrid (25 - 89% Online)  
 Lab 1:2 (4)  Activity 1:1.5 (11)  
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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**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.  
Other:

Building	Room Number
<input type="text"/>	<input type="text"/>

Regular Classroom  
 Smart Classroom  
 Computer Lab

**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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**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.)

**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
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**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 \_\_\_\_\_