Special Session, DL & Off Campus Course
Banner Scheduling Form

Subject

Course Title

Credit Hours

Max Enrollment

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

Office Use Only: Section #: __ __ __ CRN #: __ __ __ __ __ __

Date

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

Subject

Course Number

Campus

☐ Potsdam
☐ Watertown
☐ Other

Schedule Type

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

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.

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 ______

Updated 4/1/15

Added to Spreadsheet by: ______ on ______

<!DOCTYPE html><html><head></head><body><table><tbody><tr><td>Date</td><td>Office Use Only Section #: __ __ __ CRN #: __ __ __ __ __ __</td></tr><tr><td>Subject</td><td>Course Number</td></tr><tr><td>Course Title</td></tr><tr><td>Credit Hours</td><td BILLABLE HOURS (if different from Cr. Hrs.)</td></tr><tr><td>Max Enrollment</td><td><table><tbody><tr><td>Session (Check all that apply)</td><td><input type="checkbox" name="session" value="Fall"/> Fall</td></tr><tr><td></td><td><input type="checkbox" name="session" value="Winterim"/> Winterim</td></tr><tr><td></td><td><input type="checkbox" name="session" value="Campus ~ 2 weeks"/> Campus ~ 2 weeks</td></tr><tr><td></td><td><input type="checkbox" name="session" value="Online ~ 3 weeks"/> Online ~ 3 weeks</td></tr><tr><td></td><td><input type="checkbox" name="session" value="Spring"/> Spring</td></tr><tr><td></td><td><input type="checkbox" name="session" value="Summer"/> Summer</td></tr><tr><td></td><td><input type="checkbox" name="session" value="1"/> 1</td></tr><tr><td></td><td><input type="checkbox" name="session" value="1A"/> 1A</td></tr><tr><td></td><td><input type="checkbox" name="session" value="1B"/> 1B</td></tr><tr><td></td><td><input type="checkbox" name="session" value="2"/> 2</td></tr><tr><td></td><td><input type="checkbox" name="session" value="2A"/> 2A</td></tr><tr><td></td><td><input type="checkbox" name="session" value="2B"/> 2B</td></tr><tr><td></td><td><input type="checkbox" name="session" value="Other"/> Other</td></tr></tbody></table></td></tr><tr><td>Campus</td><td><input type="radio" name="campus" value="Potsdam"/> Potsdam</input><input type="radio" name="campus" value="Watertown"/> Watertown</td></tr><tr><td>Schedule Type</td><td><div><input type="radio" name="schedule_type" value="Lecture"/> Lecture (1)</div><input type="radio" name="schedule_type" value="Lab 1:2"/> Lab 1:2 (4)<div><input type="radio" name="schedule_type" value="Lab 1:3"/> Lab 1:3 (4A)</div><input type="radio" name="schedule_type" value="Activity 1:1.5"/> Activity 1:1.5 (11)<div><input type="radio" name="schedule_type" value="Recitation"/> Recitation (3)</div><input type="radio" name="schedule_type" value="Tutorial"/> Tutorial (5)<div><input type="radio" name="schedule_type" value="Practicum"/> Practicum (12)</div><input type="radio" name="schedule_type" value="Distance Learning"/> Distance Learning (9) ----> <div><input type="radio" name="schedule_type" value="Intern - Unpaid"/> Intern - Unpaid (10)</div><div><input type="radio" name="schedule_type" value="Intern - Paid"/> Intern - Paid (13)</div><input type="radio" name="schedule_type" value="Travel Course"/> Travel Course (14)</td></tr><tr><td>Starting Date</td><td>Ending Date</td><td>Unique Dates</td></tr><tr><td>Meeting Days/Times</td><td>Specific class times vary based on the number of credits and length of session so please select one of the following:
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