BANNER SCHEDULE OF CLASSES CHANGE FORM
Use this form when adding, revising or canceling a course or section from the Schedule of Classes

<table>
<thead>
<tr>
<th>Please Check One</th>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>Subject</td>
<td>Course Number</td>
<td></td>
</tr>
<tr>
<td>Revise the following course. Complete the top portion and items to be changed.</td>
<td>CRN #</td>
<td></td>
<td></td>
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<tr>
<td>Cancel the following course. Complete only the top portion.</td>
<td>Section #</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Year</td>
<td>Semester</td>
<td></td>
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Potsdam = P, Watertown = W (All others contact the Registrar’s Office)

<table>
<thead>
<tr>
<th>Campus</th>
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<tbody>
<tr>
<td>Session</td>
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<tr>
<td>Schedule Type</td>
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<tr>
<td>Part of Term</td>
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<tr>
<td>Seats Requested</td>
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Credit Hours

Lecture = 1, Seminar = 2, Recitation = 3, Lab 1:2 credit/contact ratio = 4, Lab 1:3 credit/contact ratio = 4A, Tutorial = 5, Independent Study = 6, Programmed Instruction = 7, Student Teaching = 8, Distance Learning = 9, Internship = 10, Lecture/Lab/Recitation 1:1.5 credit/contact ratio = 11, Practicum = 12, Paid Internship = 13, Travel Course = 14, Contract Course = 15

Enter 1 for full semester OR Enter the maximum enrollment for this section

Meeting Days, Time and Place. For a section that meets at various times, e.g. Math 151 MWF 9:00 and T 9:30, 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 | Building | Room Number |
| | | |

Instructor

<table>
<thead>
<tr>
<th>Primary Instructor Name</th>
<th>Potsdam Identification Number</th>
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<table>
<thead>
<tr>
<th>Secondary Instructor Name</th>
<th>Potsdam Identification Number</th>
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- - PLEASE CONTINUE ON REVERSE - -
### Prerequisite/*Co-requisite Courses

<table>
<thead>
<tr>
<th>And/Or</th>
<th>Subject</th>
<th>Course #</th>
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List all courses that must be taken before or *at the same time as this course.

### 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. Include = I, Exclude = E.

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 class.

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

### Registration Restrictions

<table>
<thead>
<tr>
<th>Include</th>
<th>Exclude</th>
<th>School</th>
<th>Major</th>
<th>Class</th>
<th>Level</th>
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### Grading Mode

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

#### Numeric S*/U*

### Comments

Enter comments for the course. Please limit to 30 characters.

**DOES THIS CLASS HAVE AN APPROVED FEE?**

(Circle one) □ YES □ NO

### Approval Signatures

<table>
<thead>
<tr>
<th>Department Chair</th>
<th>Date</th>
<th>Dean</th>
<th>Date</th>
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**Office Use Only**

Date Received Date Entered into Banner