

COURSE INPUT FORM

Use this form to create a new section (**One section per form**). Route completed form to Department Chair, Dean, and then to the Registrar's Office. Use standard Banner input protocols including military time, 4-letter building codes, instructor name and Banner ID, and 3-letter major/minor codes.

SUNY BUFFALO STATE ♦ REGISTRAR ♦ MOOT HALL 210 ♦ 878-4811

TERM: FALL 20 _____ SPRING 20 _____ SUMMER 20 _____ A B C I II ES SM J-TERM 20 _____

DEPARTMENT	SUBJECT	COURSE #	COURSE TITLE	INSTRUC. METHOD (TR, OL, CBC, etc.)	CREDIT HOURS	BEGIN DATE (Month/Day)	END DATE (Month/Day)	NEW CRN (Registrar's Office Use Only)

ENROLLMENT MAXIMUM	WAITLIST MAXIMUM

Cross list this section with _____
(Subject, Course #, CRN #)

(Subject, Course #, CRN #)

Do Not Print in Master Schedule

Make Course Non-Billable

Add Instructor Permission

START TIME (use military time)	END TIME (use military time)	DAYS	BUILDING	ROOM	LECTURE OR LAB	INSTRUCTOR	INSTRUCTOR BID #

Use one line for **LECTURE** and one line for **LAB**

START TIME (use military time)	END TIME (use military time)	DAYS	BUILDING	ROOM	LECTURE OR LAB	INSTRUCTOR	INSTRUCTOR BID #

RESERVE/RESTRICTION OPTIONS: (Check all that apply)

Freshman-Maximum _____ Sophomore-Maximum _____ Junior-Maximum _____ Senior-Maximum _____ Orientation-Maximum _____

E.O.P.-Maximum _____ All College Honors-Maximum _____ Undergraduate-Maximum _____ Graduate-Maximum _____

Majors (List Major Codes & Maximums for Each)* _____

Minors (List Minor Codes & Maximums for Each)* _____

*For codes, please go to <http://www.buffalostate.edu/banner/faculty.xml> and click on the Major Codes link under Department Chairs and Secretaries

ADD SSATEXT: _____

Department Phone Number _____ Department Fax Number _____ Contact Person _____

Signature of Department Chairperson _____ Date _____

Signature of Dean _____ Date _____

For Registrar's Use

