

# 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 \_\_\_\_\_ E7 L7      SPRING 20 \_\_\_\_\_      SUMMER 20 \_\_\_\_\_  ES  LS  JS      J-TERM 20 \_\_\_\_\_

| DEPARTMENT | SUBJECT | COURSE # | COURSE TITLE | INSTRUC. METHOD<br>(TR, OL, CBC, etc.) | CREDIT HOURS | BEGIN DATE<br>(Month/Day) | END DATE<br>(Month/Day) | NEW CRN<br>(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<br>(use military time) | END TIME<br>(use military time) | DAYS | BUILDING | ROOM | LECTURE OR LAB | INSTRUCTOR | INSTRUCTOR BID # |
|-----------------------------------|---------------------------------|------|----------|------|----------------|------------|------------------|
|                                   |                                 |      |          |      |                |            |                  |

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

| START TIME<br>(use military time) | END TIME<br>(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 \_\_\_\_\_

