

# COURSE INPUT FORM

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

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.

TERM: FALL 20 \_\_\_\_\_ E7 L7      SPRING 20 \_\_\_\_\_      SUMMER 20 \_\_\_\_\_  ES  LS  JS      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 \_\_\_\_\_

