

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 _____

For Registrar's Use



BUFFALO STATE
The State University of New York