Course Creation/Change Form

Any new courses, additional course sections, course changes, etc. must be made using this form after proof schedules have been sent. Instructions on page 2.

SUNY Cortland — Registrar's Office

Term: _____ **Academic Dept.:** _____ **School:** Arts & Sciences   Education   Professional Studies

max of 30 characters including spaces- may need to abbreviate

CRN *Leave Blank for new course/ sections* _____ **Subject/ Prefix** _____ **Course Number** _____ **Section** _____ **Title** _____

Instructor: _____   **Instructor ID** C00 _____

Course hidden on web (not visible on self-service schedule):   Yes   No

LOCATION & TIME REQUEST (Space and Time Permitting)

Part of Term	Days		Start Time	End Time	Building	Room
	Monday	Friday	*Leave blank for Asynchronous courses*	*Leave blank for Asynchronous courses*	*COMP for Synchronous courses, ASYNCH for Asynchronous courses*	*Leave blank for Synchronous and Asynchronous courses*
	Tuesday	Saturday				
	Wednesday	Sunday				
	Thursday					

ENROLLMENT DATA

Special Population	Schedule Type			Credit Hours (per the catalog)	Enrollment Cap
☐ Honors Learning Comm EOP Other:	Activity (A) Lab (B) Co-Op (C) Distance (D) Studio (E) Seminar (F)	Directed Study (G) Research (H) Independent Study (I) Student Teach (J) Fieldwork (K) Lecture (L)	Observation (M) Internship (N) Overseas/SAB (O) Participation (P) Recitation (R) Self-Paced (S)	Standard _____ Variable Min _____ Max _____	If course is cross-listed, list the _combined_ max enrollment:

ADDITIONAL COURSE DATA

Course Fees (Approval Required)	Course Attributes (as approved in the catalog):	Special Approval:	Course Modality: *definitions provided on page 2
		SUNY Response (PFI-SR) Special Permission (SP) Include Major, Level, Program, or Class. List below: Exclude Major, Level, Program, or Class. List below:	Traditional/In-person Online Synchronous* Online Asynchronous* Hybrid* Blended* Blended Dates:

CONNECTED COURSES

Cross-Listed Courses

Subject	Number	Section

Linked Courses (Includes labs, recitations, observation etc…)

Subject	Number	Section

Department Chair Signature _____

Dean Signature _____

Additional Information:

Instructions:
- ❖ Please choose the type of change from the drop down at the top of the form.
- ❖ When requesting a *new course* or *new section* to be built, please fill out all applicable fields.
- ❖ For course changes please fill out the top portion with the standard course information and then the corresponding field for the information that is changing. (e.g., day, time, instructor, title, enrollment) You do not need to fill out the entire form for change requests
- ❖ For cancellations or requests to inactivate a course please fill out the top portion with the standard course information only.

Helpful Information

Section Numbering:

- ❖ **010, 020, 030, 040** middle number generally designates quarter courses
- ❖ **400** courses are Honors program courses
- ❖ **500** courses require SPECIAL PERMISSION (see the department chair or program coordinator)
- ❖ **600** courses for designated majors only
- ❖ **700** courses for non-majors only
- ❖ **800** courses for Learning Communities

Course Modality Definitions:

- ❖ **Online Synchronous**: course meets *__exclusively online__* and is scheduled for a specific day/time that the course meets
  - Attributes= WEB, OSYN
  - Building= COMP
- ❖ **Online Asynchronous**: course meets *__exclusively online__* with NO scheduled meeting day/time, self-directed study
  - Attributes= WEB, OASN
  - Building= ASYNCH
- ❖ **Hybrid**: courses have an in-person and an online component with regular weekly *__in-person meetings at least one day per week__* with the remaining time fulfilled using online instruction.
  - Attributes= HYBR
- ❖ **Blended**: courses meet mostly online but have required *__in-person meetings less than once per week.__*
  - Attributes= BLEN
  - Please provide the specific dates the course will meet in person once they are decided