

## Instructions for Completing the Banner Course Inventory Update Forms

The following information is provided to help you complete the Banner Course Inventory Update Form and the Course Termination Form. The **Course Inventory Update Form** is used to create a new course or to revise an existing course. The **Course Termination Form** is used to inactivate an existing course.

At the very least, you must provide the following information on the form: Effective Term of Action, Course Subject, Course Number, Abbreviated Course Title, College/School, and Department (for creating or revising a course).

**College/School (STVCOLL):** Specify the school or college that is responsible for this course. The list below shows the Banner Code associated with each school or college.

Banner Code	School/College Name	Banner Code	School/College Name
BC	Music & Dance, Boyer College	LW	Law, Beasley School
BU	Business & Mngmnt, Fox School	ME	Medicine
CE	Continuing Education	PH	Pharmacy
CO	Communications & Theater	PM	Podiatric Medicine
CS	Continuing Studies	PV	Provost
DN	Dentistry, Kornberg School	ST	Science & Technology
ED	Education	SW	Social Work
EN	Engineering	TA	Art, Tyler School
EV	School of Environmental Design	TH	Tourism & Hospitality Mngmnt
HP	Health Professions Social Work	TJ	TUJ Intrnatnl Business Studies
LA	Liberal Arts	US	University Studies

**Department (STVDEPT):** Select the department that will be responsible for this course. The Department Code list below shows the Banner code associated with each department. Please note that the Banner codes are not the same as the ISIS codes. The Banner department codes were derived from the FOAPAL codes. To help you identify the departments within your school or college, in most cases the department name begins with the school or college name, followed by a colon, and then the specific department.

Banner Code	Department Name	Banner Code	Department Name
0000	Undeclared	1501	Fox School of Business
0200	Podiatric Interdepartmental	1502	Business:Accounting
0201	School of Podiatric Medicine	1503	Business:Legal and Real Estate
0204	Podiatry:Clinical Education	1505	Business:Economics
0241	Podiatry:Surgery Residency	1506	Business:Finance
0243	Podiatry:Medicine Orthopedics	1507	Business:Risk,Insur & HC Mgmt
0245	Podiatry:Surgery/Operatng Room	1509	Business:Marketing
0247	Podiatry:Community Health	1512	Business:Statistics
0294	Podiatry:Biomedical Sciences	1513	Business:Human Resource Admin

<b>0410</b>	TUSM:Anatomy and Cell Biology		<b>1514</b>	Business:General/Strateg Mgt
<b>0431</b>	TUSM:Biochemistry		<b>1518</b>	Business:Healthcare Management
<b>0432</b>	TUSM:Microbiology		<b>1521</b>	Business:Academic Services
<b>0433</b>	TUSM:Pharmacology-Medical		<b>1524</b>	Business:Executive MBA Program
<b>0434</b>	TUSM:Physiology-Medical		<b>1525</b>	Business:Mgmt Sciences/Ops Mgt
<b>0440</b>	TUSM:Neuroscience		<b>1528</b>	Business:Management Inform Sys
<b>0472</b>	TUSM:Fels Institute		<b>1700</b>	New Media Interdisc Concentr
<b>0520</b>	TUSM:OB/GYN		<b>1701</b>	Sch of Communications & Theatr
<b>0523</b>	TUSM:Ophthalmology		<b>1702</b>	SCT:Film and Media Arts
<b>0525</b>	TUSM:Orthopedics		<b>1703</b>	SCT:Journalism
<b>0529</b>	TUSM:Otolaryngology		<b>1704</b>	SCT:BTMM
<b>0530</b>	TUSM:Otolaryngology		<b>1707</b>	SCT:Theater Instruction
<b>0540</b>	TUSM:Anesthesiology		<b>1714</b>	SCT:Mass Com Grad
<b>0541</b>	TUSM:Radiology		<b>1716</b>	SCT:Speech Communication
<b>0543</b>	TUSM:Emergency Medicine		<b>1724</b>	SCT:Advertising
<b>0544</b>	TUSM:Pathology		<b>1726</b>	SCT:STOC
<b>0547</b>	TUSM:Radiation Oncology		<b>1800</b>	Liberal Arts
<b>0550</b>	TUSM:Family Medicine		<b>1801</b>	College of Liberal Arts
<b>0551</b>	TUSM:Medicine/Dermatology		<b>1804</b>	CLA:Political Science
<b>0563</b>	TUSM:Neurosurgery		<b>1805</b>	CLA:English
<b>0564</b>	TUSM:Neurology		<b>1806</b>	CLA:History
<b>0565</b>	TUSM:Psychiatry		<b>1809</b>	CLA:Philosophy
<b>0568</b>	TUSM:PM&R		<b>1811</b>	CLA:Psychology
<b>0569</b>	TUSM:Urology		<b>1817</b>	CLA:Sociology
<b>0570</b>	TUSM:Medicine/Administration		<b>1818</b>	CLA:Geography & Urban Stdies
<b>0578</b>	Dermatology		<b>1819</b>	CLA:Religion
<b>0580</b>	TUSM:Pediatrics/Administration		<b>1820</b>	CLA:Intellectual Heritage
<b>0583</b>	TUSM:Pediatrics/Emergency Med		<b>1821</b>	CLA:Anthropology
<b>0620</b>	School of Medicine		<b>1825</b>	CLA:Asian Studies
<b>0699</b>	School Of Medicine		<b>1826</b>	CLA:Classics
<b>0700</b>	School Of Dentistry		<b>1827</b>	CLA:French, German, Ital, Slav
<b>0701</b>	School of Dentistry		<b>1830</b>	CLA:Spanish and Portuguese
<b>0705</b>	Dental:Endodontia		<b>1831</b>	CLA:African American Studies
<b>0706</b>	Dental:Pediatric Dentistry		<b>1832</b>	CLA:American Studies
<b>0707</b>	Dental:Restorative-Prosth		<b>1835</b>	CLA:Criminal Justice
<b>0710</b>	Dental:OMPMS-Oral Medicine		<b>1838</b>	CLA:Women's Studies
<b>0711</b>	Dental:OMPMS-Oral Medicine		<b>1840</b>	CLA:Undergraduate Studies
<b>0713</b>	Dental:Restorative-Operative		<b>1842</b>	CLA:Critical Languages
<b>0714</b>	Dental:Peridontology		<b>1845</b>	CLA:Latin American Studies
<b>0716</b>	Dental:Orthodontics		<b>1850</b>	CLA:Economics
<b>0727</b>	Dental:Advanced Education		<b>1852</b>	CLA:Organizational Studies

<b>0729</b>	Dental:Dental Informatics		<b>1853</b>	Vietnamese
<b>0735</b>	Dental: Dental Public Hlth Sci		<b>1855</b>	CLA:Neuroscience
<b>0750</b>	Dental:Student Activities		<b>1860</b>	CLA:Master of Liberal Arts
<b>0800</b>	Pharm Econ + Hlth Care Deliv'Y		<b>1870</b>	CLA:Horticulture & Landscape
<b>0801</b>	School of Pharmacy		<b>1875</b>	CLA:Community Regionl Planning
<b>0810</b>	Pharmacy:QA/RA		<b>1876</b>	CLA:Ctr for Sustain Commnities
<b>0811</b>	Pharmacy:Pharmaceutical Scienc		<b>1900</b>	College of Education
<b>0833</b>	Pharmacy:Clinical Pharmacy		<b>1901</b>	College of Education
<b>0900</b>	Phete		<b>1902</b>	Education:Curric Instr & Tech
<b>0901</b>	College of Health Professions		<b>1903</b>	Education:Lead/Policy Stud
<b>0902</b>	CHP:Health Records		<b>1904</b>	Education:Psychogical Studies
<b>0903</b>	CHP:Medical Technology		<b>2100</b>	Tourism and Hospitality
<b>0904</b>	CHP:Nursing		<b>2101</b>	Schl of Tourism & Hospitality
<b>0905</b>	CHP:Occupational Therapy		<b>2102</b>	Tourism:Sports Mgmt & Leisure
<b>0906</b>	CHP:Physical Therapy		<b>2103</b>	Tourism:Tourism/Hospitalty Dpt
<b>0907</b>	CHP:Kinesiology		<b>2200</b>	Music
<b>0910</b>	CHP:Public Health		<b>2201</b>	Esther Boyer Music & Dance
<b>0911</b>	CHP:Therapeutic Recreation		<b>2202</b>	Music:Voice & Opera
<b>0915</b>	CHP:Communication Science		<b>2203</b>	Music:Choral Activity
<b>0940</b>	Social Work		<b>2204</b>	Music:Keyboard
<b>0941</b>	CHP: Social Work Administratn		<b>2205</b>	Music:Instrumental
<b>0942</b>	CHP: Social Work		<b>2206</b>	Music:Education
<b>1200</b>	Humanities		<b>2208</b>	Music:Studies
<b>1201</b>	Tyler School of Art		<b>2211</b>	Music:New School Institute
<b>1202</b>	Tyler:Painting and Sculpture		<b>2232</b>	Music:Dance
<b>1205</b>	Tyler:Foundations Program		<b>2300</b>	Engineering - General
<b>1211</b>	Tyler:Art History		<b>2301</b>	College of Engineering
<b>1218</b>	Tyler:Crafts		<b>2303</b>	Engineering:Civil Engineering
<b>1221</b>	Tyler:Temple Art		<b>2304</b>	Engineering:Elec Engineering
<b>1226</b>	Tyler:Graphic Arts		<b>2305</b>	Engineering:Mech Engineering
<b>1280</b>	Tyler:Architecture		<b>2480</b>	Office of the Graduate School
<b>1300</b>	College Of Science & Tech		<b>2601</b>	Vice Provost Undergrad Studies
<b>1310</b>	CST:Physics		<b>2606</b>	University Writing Center
<b>1311</b>	Coll of Science & Technology		<b>2607</b>	University Honors
<b>1312</b>	CST:Biologly		<b>2608</b>	Academic Resource Center
<b>1313</b>	CST:Chemistry		<b>2609</b>	Russell Conwell Center
<b>1314</b>	CST:Geology		<b>2648</b>	Office of Internat'l Affairs
<b>1317</b>	CST:Mathematics		<b>2650</b>	Temple Japan
<b>1322</b>	CST:Computer & Info Sci		<b>2651</b>	TU Rome
<b>1385</b>	CST:Environmental Sciences		<b>6201</b>	Internat'l Teaching Assistants
<b>1400</b>	Law School		<b>6801</b>	TUJ Intrnat'l Business Studies

1401	Beasley School of Law		7300	University Studies
1408	Law:Graduate Tax Program		7400	Intensive English Lang Prg
1424	Law:LLM Trial Advocacy		8901	Russell Conwell Ctr Math
1429	Law:Law Program in China		8902	Russell Conwell Ctr English
1500	School Of Business			

**Course Type:** If the course you are creating or revising is for continuing education (non-credit), then select "Continuing Education." Otherwise, select "Academic Credit."

**Effective Term of Action:** The Effective Term of Action requires the four-digit year, two-digit semester format. The two-digit semester codes are:

- 01 – Continuing Education
- 03 – Spring
- 20 – Summer I
- 26 – Summer II
- 36 – Fall

(Example: If you are creating a new course for fall 2012, enter **201236** in the **Effective Term of Action** field.)

**Subject Code (STVSUBJ):** Select the Banner subject code related to this course. In many cases, the Banner subject code is similar to the ISIS department abbreviation. The Subject Code list below is sorted alphabetically by the Subject Name.

- Do not use any subject codes where the description ends in a stand-alone capital "H." These are historical codes that are needed in Banner for academic history, but are not used for existing courses.
- Any subjects with "CE (Non-Cr.)" in the description are only to be used for Continuing Education courses. Do not use these subjects for courses that carry academic credit.

Banner Code	Subject Name	Banner Code	Subject Name
ACCT	Accounting	KINS	Kinesiology
ACC	Accounting - CE (Non-Cr.)	KRN	Korean
AS	Actuarial Science	LARC	Landscape Architecture
ADMJ	Administration of Justice	LAT	Latin
AOD	Adult & Organizational Develop	LAS	Latin American Studies
ADED	Adult Education	LAW	Law - JD
AC	Adult Music Class	LGLS	Legal Studies
ADVE	Advanced Education	LGBT	Lesbian Gay Bi Trans Gender St
ADV	Advertising	LING	Ling - Transfer Articulation
AIRF	Aerospace Studies - AF ROTC	MLAI	LLM American & International
AAS	African American Studies	MLTX	LLM Taxation
AMST	American Studies	MLTA	LLM Trial Advocacy

<b>ANAT</b>	Anatomy and Cell Biology (Med)	<b>MAN</b>	Management
<b>ANAD</b>	Anatomy/Cell Biology (Dent)	<b>MIS</b>	Management Information Systems
<b>ANES</b>	Anesthesiology	<b>MSOM</b>	Management Science/Op Mgmt
<b>ANTH</b>	Anthropology	<b>MKTG</b>	Marketing
<b>ARBC</b>	Arabic	<b>MSCM</b>	Marketing + Supply Chain Mgmt
<b>ARCH</b>	Architecture	<b>MMC</b>	Mass Media and Communication
<b>ARCP</b>	Architecture Program	<b>MLA</b>	Master of Liberal Arts
<b>ARTU</b>	Art	<b>MAEE</b>	Math Education (Elementary)
<b>ARTE</b>	Art Education	<b>MAES</b>	Math Education (Secondary)
<b>ARTH</b>	Art History	<b>MATH</b>	Mathematics
<b>ALL</b>	Arts, Literature and Language	<b>MEE</b>	Mechanical Engineering
<b>ASST</b>	Asian Studies	<b>MET</b>	Mechanical Engineering Tech
<b>BCHD</b>	Biochemistry (Dentistry)	<b>MEDT</b>	Medical Technology
<b>BIOC</b>	Biochemistry (Medical School)	<b>MP</b>	Meeting Planning
<b>BIOL</b>	Biology	<b>MBID</b>	Microbiology - Dentistry
<b>BIMD</b>	Biomedical Sciences	<b>MIIM</b>	Microbiology and Immunology
<b>PBMS</b>	Biomedical Studies	<b>MGRE</b>	Middle Grades Education
<b>BIMT</b>	Biometrics	<b>MLSC</b>	Military Science
<b>BOT</b>	Botany	<b>MLBI</b>	Molecular Biology & Genetics
<b>BTMM</b>	Broadcasting/Telecom/MassMedia	<b>MUSM</b>	Museum
<b>BGS</b>	Bureau of Government Services	<b>MUSC</b>	Music
<b>BA</b>	Business Administration	<b>MUED</b>	Music Education
<b>BSED</b>	Business Education	<b>MUSI</b>	Music Institute
<b>BP</b>	Business Planning	<b>MUST</b>	Music Studies
<b>CTE</b>	Career and Technical Education	<b>NAVS</b>	Naval Science - Navy ROTC
<b>CAR</b>	Career Management	<b>NST</b>	Nest
<b>CT</b>	Career Tech Ed - CE (Non-Cr.)	<b>NEUR</b>	Neurology
<b>CFP</b>	Certificate Financial Planning	<b>NSCI</b>	Neuroscience - CLA
<b>CHEM</b>	Chemistry	<b>NESC</b>	Neuroscience (Medical School)
<b>SWCC</b>	Child Care	<b>NESU</b>	Neurosurgery
<b>CMC</b>	Child Music Class	<b>NMIC</b>	New Media Interdisciplinary
<b>CHI</b>	Chinese	<b>NURS</b>	Nursing
<b>CMT</b>	Civil & Construction Eng Tech	<b>OBGY</b>	Obstetrics, Gynecology & Reprod
<b>CEE</b>	Civil Engineering	<b>OTHR</b>	Occupational Therapy
<b>CHP</b>	Coll Health Prof & Social Work	<b>OPHT</b>	Ophthalmology
<b>CAHP</b>	College of Allied Health Prof.	<b>ORBG</b>	Oral Biology
<b>COED</b>	College of Education	<b>OMPM</b>	Oral Maxillofac Path Med Surg
<b>HCET</b>	College of Engineering Tech	<b>ORGS</b>	Organizational Studies
<b>CLA</b>	College of Liberal Arts	<b>ORIE</b>	Orientation for New Students
<b>SCTC</b>	College of Science and Tech	<b>ORTS</b>	Orthopedic Surgery
<b>COML</b>	Com Lit-Transfer Articulation	<b>OTOR</b>	Otorhinology

<b>CSMC</b>	Communication Sciences		<b>PDS</b>	Painting, Drawing & Sculpture
<b>CSCD</b>	Communication Sciences and Dis		<b>PATH</b>	Pathology & Lab Medicine
<b>COM</b>	Communications - CE (Non-Cr.)		<b>PTHD</b>	Pathology (Dentistry)
<b>COMM</b>	Communications and Theater		<b>PEDT</b>	Pediatric Dentistry
<b>CRP</b>	Community & Regional Planning		<b>PEDI</b>	Pediatrics
<b>CEP</b>	Community Education Program		<b>PPC</b>	Pedorthics Precertification
<b>PCHA</b>	Community Health and Aging		<b>POI</b>	Periodontology + Oral Implants
<b>CIS</b>	Computer & Information Science		<b>PFIN</b>	Personal Finance
<b>CAP</b>	Computer Applications		<b>PHEC</b>	Pharm Econ+Hlth Care Deliv'y
<b>CM</b>	Construction Management		<b>PS</b>	Pharmaceutical Sciences
<b>CDE</b>	Continuing Dental Education		<b>PHCT</b>	Pharmaceutics
<b>CME</b>	Continuing Medical Education		<b>PHRM</b>	Pharmacology - Medicine
<b>CPE</b>	Continuing Pharmacy Education		<b>PP</b>	Pharmacy Practice
<b>COO</b>	Cooking		<b>QARA</b>	Pharmacy Quality Assurance
<b>CPSY</b>	Counseling Psychology		<b>PHTE</b>	PHETE
<b>CRPR</b>	Court Reporting Program		<b>PHIL</b>	Philosophy
<b>CRFT</b>	Crafts		<b>PHTH</b>	Physical Therapy
<b>CJ</b>	Criminal Justice		<b>PHYS</b>	Physics
<b>CRIT</b>	Critical Languages Center		<b>PHLG</b>	Physiology
<b>CULT</b>	Cultures-Transfer Articulation		<b>PHYD</b>	Physiology (Dentistry)
<b>CCAL</b>	Curiosity Camp for Adults		<b>PHBI</b>	Physiology-Biophysics
<b>CITE</b>	Curr Instr + Tech in Educ		<b>PTW</b>	Play Therapy Workshop
<b>CTDS</b>	Curric Theory + Dev, Sec Ed		<b>PCED</b>	Podiatric Clinical Education
<b>CTDE</b>	Curric Theory + Develop, Elem		<b>PDID</b>	Podiatric Interdepartmental
<b>DANC</b>	Dance		<b>PDMD</b>	Podiatric Medicine
<b>DAN</b>	Dance - CE (Non-Cr.)		<b>PDOR</b>	Podiatric Orthopedics
<b>DMD</b>	Database Management and Design		<b>PDSR</b>	Podiatric Surgery
<b>DPHS</b>	Dental Public Health Sciences		<b>PCME</b>	Podiatry Continuing Medical Ed
<b>DERM</b>	Dermatology		<b>POLI</b>	Polish-Transfer Articulation
<b>DIG</b>	Digital Photography		<b>POLS</b>	Political Science
<b>DSST</b>	Disability Studies		<b>PORT</b>	Portuguese
<b>DSED</b>	Distributive Education		<b>PREP</b>	Preparatory Workshop
<b>ECED</b>	Early Childhood Education		<b>PM</b>	Project Management
<b>EES</b>	Earth & Environmental Science		<b>PROV</b>	Provost Office
<b>ECON</b>	Economics		<b>PSYM</b>	Psychiatry & Behavioral Sci
<b>ELPS</b>	Ed Leadership + Policy Studies		<b>PEP</b>	Psycho-Educational Processes
<b>EDT</b>	Editing		<b>PSE</b>	Psychological Studies in Educ
<b>EDUC</b>	Education		<b>PSY</b>	Psychology
<b>EDAD</b>	Educational Administration		<b>PSRD</b>	Psychology of Reading
<b>EDMD</b>	Educational Media		<b>PBHL</b>	Public Health
<b>EPSY</b>	Educational Psychology		<b>RAON</b>	Radiation Oncology

<b>ECE</b>	Electrical Engineering		<b>RADI</b>	Radiology
<b>EET</b>	Electrical Engineering Tech		<b>RE</b>	Real Estate
<b>ELED</b>	Elementary Education		<b>RHMD</b>	Rehabilitation Medicine
<b>EMMD</b>	Emergency Medicine		<b>REHB</b>	Rehabilitation Sciences
<b>ENDO</b>	Endodontics		<b>REL</b>	Religion
<b>ENGR</b>	Engineering		<b>RDNT</b>	Restorative Dentistry
<b>ENGG</b>	Engineering (General)		<b>RMI</b>	Risk Management and Insurance
<b>ENGT</b>	Engineering Technology		<b>RCCE</b>	Russell Conwell Ctr English
<b>ENG</b>	English		<b>RCCM</b>	Russell Conwell Ctr Math
<b>ENEE</b>	English Education (Elementary)		<b>RUS</b>	Russian
<b>ENES</b>	English Education (Secondary)		<b>SAIL</b>	Sailing
<b>ENS</b>	Ensemble		<b>SBM</b>	School of Business and Mgmt
<b>EPS</b>	Entrepreneurship		<b>DENT</b>	School of Dentistry
<b>ENVT</b>	Environmental Engineering Tech		<b>SED</b>	School of Environmental Design
<b>ENVS</b>	Environmental Science (CST)		<b>MEDS</b>	School of Medicine
<b>ENST</b>	Environmental Studies (CLA)		<b>PHRS</b>	School of Pharmacy
<b>ELEC</b>	Executive Leadership Event Cer		<b>PODM</b>	School of Podiatric Medicine
<b>FAMP</b>	Family & Community Medicine		<b>SSWH</b>	School of Social Work
<b>FMA</b>	Film and Media Arts		<b>STHA</b>	School of Tourism & Hosp Mgt
<b>FIN</b>	Finance		<b>SPSY</b>	School Psychology
<b>FNAR</b>	Fine Arts		<b>SCEE</b>	Science Education (Elementary)
<b>FLED</b>	Foreign Language Ed-Secondary		<b>SCES</b>	Science Education (Secondary)
<b>FDPR</b>	Foundation Program		<b>SCSE</b>	Science, Secondary Education
<b>FNED</b>	Foundations of Education		<b>SECE</b>	Secondary Education
<b>FREN</b>	French		<b>SLVC</b>	Slavic Languages & Literature
<b>FIGS</b>	French, German, Italian + Slav		<b>SOCS</b>	Soc Sci-Transfer Articulation
<b>GB</b>	General Business		<b>SSEE</b>	Social Studies Ed (Elementary)
<b>GUS</b>	Geography and Urban Studies		<b>SSES</b>	Social Studies Ed (Secondary)
<b>GER</b>	German		<b>SSW</b>	Social Work
<b>GP</b>	Government Procurement		<b>SSWG</b>	Social Work - Graduate
<b>ADVG</b>	Grad Advanced Educ + Gen Dent		<b>SSWU</b>	Social Work - Undergraduate
<b>ORAG</b>	Grad Oral + Maxillofacial Surg		<b>SWC</b>	Social Work Community
<b>PROG</b>	Grad Prosthodontics		<b>SOC</b>	Sociology
<b>ENDG</b>	Graduate Endodontic		<b>SPAN</b>	Spanish
<b>ORTG</b>	Graduate Orthodontics		<b>SPED</b>	Special Education
<b>PERG</b>	Graduate Periodontics		<b>SPE</b>	Special Programs
<b>GRTA</b>	Graduate Transfer Articulation		<b>SPT</b>	Special Topics
<b>GAD</b>	Graphic Arts and Design		<b>SPCM</b>	Speech Communications
<b>GRKA</b>	Greek (Ancient)		<b>SLHS</b>	Speech, Lang + Hearing Science
<b>GRKM</b>	Greek (Modern)		<b>SRM</b>	Sport + Recreation Management
<b>GRC</b>	Greek and Roman Classic		<b>STAT</b>	Statistics

<b>HIM</b>	Health Information Management		<b>STRC</b>	Strategic Communication
<b>HRPR</b>	Health Related Professions		<b>SGM</b>	Strategic Management
<b>HCM</b>	Healthcare Management		<b>STEE</b>	Student Teaching (Elementary)
<b>HLE</b>	Healthy Lifestyles & Exercise		<b>STCS</b>	Student Teaching (Secondary)
<b>HEBR</b>	Hebrew		<b>STAW</b>	Study Away Non-TU Program
<b>HIN</b>	Hindi		<b>SC</b>	Summer Camps
<b>HIST</b>	History		<b>SUPV</b>	Supervisory Certification Prog
<b>HONO</b>	Honors Program		<b>SURG</b>	Surgery
<b>HORT</b>	Horticulture		<b>TESL</b>	Teaching English to Speakers
<b>HRT</b>	Horticulture - CE (Non-Cr.)		<b>TAP</b>	Technical Advancement Program
<b>HRM</b>	Human Resource Management		<b>THTR</b>	Theater
<b>HUMA</b>	Humanities		<b>THRC</b>	Therapeutic Recreation
<b>ESLC</b>	IELP Culture		<b>TS</b>	Topical Studies
<b>ESLS</b>	IELP Elective		<b>STHM</b>	Tourism&Hospitality Management
<b>ESLL</b>	IELP Listening		<b>TRHU</b>	Transfer - Humanities
<b>ESLR</b>	IELP Reading		<b>TRSC</b>	Transfer - Sciences
<b>ESLW</b>	IELP Writing		<b>TRSS</b>	Transfer - Social Science
<b>IND</b>	Individual Lesson		<b>TRIP</b>	Trips and Tours
<b>INED</b>	Industrial Education		<b>JIBS</b>	TUJ International Bus Studies
<b>IH</b>	Intellectual Heritage		<b>TYLE</b>	Tyler School of Art
<b>IELP</b>	Intensive English Lang Program		<b>UNVS</b>	University Seminar
<b>ID</b>	Interior Design		<b>UNST</b>	University Studies
<b>INTM</b>	Internal Medicine		<b>HONS</b>	Upper Division Honors Program
<b>INB</b>	International Business		<b>URBE</b>	Urban Education
<b>IB</b>	International Business Admn		<b>URBS</b>	URBS-Transfer Articulation
<b>ITA</b>	International Teaching Assts		<b>UROL</b>	Urology
<b>IM</b>	Internet Marketing		<b>VTNM</b>	Vietnamese
<b>ITAL</b>	Italian		<b>WSD</b>	Web Site Design
<b>JPNS</b>	Japanese		<b>WNR</b>	Webinars
<b>JST</b>	Jewish Studies		<b>WCP</b>	Wedding Planning and Consult
<b>JRN</b>	Journalism		<b>WAE</b>	Wine, Food and Entertaining
<b>JUSI</b>	Juridical Science		<b>WMST</b>	Women's Studies
<b>JUDO</b>	Juris Doctor		<b>W</b>	Writing

**Course Level (STVLEVL):** Select one course level from the following list.

<b>Banner Code</b>	<b>Course Level Name</b>	<b>Banner Code</b>	<b>Course Level Name</b>
<b>00</b>	Undeclared	<b>L3</b>	CE Continuing Medical Ed
<b>C1</b>	CE Main Non-Degree	<b>L4</b>	CE Continuing Podiatry Ed
<b>C2</b>	CE Main GED	<b>L5</b>	CE Continuing Pharmacy Ed

<b>C3</b>	CE TUCC Non-Degree		<b>L6</b>	CE TUH Social Work Licensure
<b>C4</b>	CE FTW Non-Degree		<b>LG</b>	Law Graduate
<b>C5</b>	CE IELP		<b>LW</b>	Law
<b>C6</b>	CE TUH Non-Degree		<b>ME</b>	Medicine
<b>C7</b>	CE TUCC OLLI		<b>P1</b>	CE TUCC Certification
<b>C8</b>	CE TUCC Music Prep		<b>P2</b>	CE FTW Certification
<b>C9</b>	CE FTW Lifelong Learning Socie		<b>P3</b>	CE MN Certification
<b>CA</b>	CE FTW Summer Camps		<b>P4</b>	CE SHTM Event Mgmt Cert
<b>CE</b>	Continuing Education (Non-Cr.)		<b>PH</b>	Pharmacy
<b>DN</b>	Dentistry		<b>PL</b>	Professional Licensure
<b>GR</b>	Graduate		<b>PM</b>	Podiatric Medicine
<b>L1</b>	CE TUCC Licensure		<b>PP</b>	Professional Preparation
<b>L2</b>	CE Continuing Dental Ed		<b>UG</b>	Undergraduate

**Course Number:** When creating a new course, please refer to the course numbering web site at <http://renumbering.temple.edu/conventions.htm> for standard course numbering conventions for graduate and undergraduate courses.

**Course Title:** A required field; 30 character limit, including spaces. Use both upper and lower case letters. Use as much of the 30 characters as possible. Be mindful of abbreviations; make them meaningful. If the course title is longer than 30 characters, you may enter the complete title in the Long Course Title field.

**Long Course Title:** A long title, up to 100 characters, may be entered in this field. Not a required field. The Long Course Title will display on the Web in the Course Catalog and Schedule, as well as in reports.

**Total Number of Credits or Continuing Education Units:** If this is a variable credit course, please be sure to enter an "OR" or "TO" between the low and high credit values.

**Breakdown of Lecture/Lab/Other:** Use this feature only if a course is variable credit and does not have a combination schedule type, such as LL (Lecture & Lab).

**Course Repeatability:** Answer "Yes" if students are allowed to take this course multiple times for academic credit.

**Grade Mode:** Select either "Standard" or "Non-Standard" for the grade mode.

- For undergraduate courses, you must select "Standard."
- For graduate and professional courses, select either "Standard" if standard letter grades should be used for grading this course or "Non-Standard" if this course should be graded as Pass/Fail or Credit/No Credit.
  - If Non-Standard is selected for the graduate or professional course, you must also specify either Pass/Fail or Credit/No Credit.
  - Also, you may choose "Audit" as an additional grade mode option.

**Schedule Type (STVSCHD):** Select all that apply. Schedule Types are used to specify how the course is offered (i.e., lecture, private instruction, studio, etc.) If you do not specify the appropriate schedule type at the course level, then you will not be able to offer the course as such at the section level.

The list below also includes the default Instructional Method for each Schedule Type. When opening sections of a course, you may change the default instructional method to one that is more appropriate for the specific section. For example, a section of a Base Lecture course could be offered online only, thus the instructional method at the section level can be changed from CLAS to OLL.

<b>Banner Code</b>	<b>Schedule Type</b>	<b>Default Instructional Method</b>	<b>Banner Code</b>	<b>Schedule Type</b>	<b>Default Instructional Method</b>
<b>BAS</b>	Base Lecture	CLAS	<b>MAS</b>	Masters Thesis Course	CLAS
<b>CO</b>	Co-op	NCLAS	<b>MBS</b>	Medical Basic Science	CLAS
<b>DIS</b>	Dissertation Course	CLAS	<b>MCE</b>	Medical Clinical Elective	
<b>DSC</b>	Dental School Clinic	NCLAS	<b>MCF</b>	Medical Clinical Foundation	
<b>FLD</b>	Field Study	NCLAS	<b>MNE</b>	Medical Non-Clinical Elective	
<b>FYW</b>	First Year Writing	CLAS	<b>MR3</b>	Medical Required Third Year	NCLAS
<b>INT</b>	Internship	NCLAS	<b>MR4</b>	Medical Required Fourth Year	NCLAS
<b>IS</b>	Independent Study	NCLAS	<b>OR</b>	Orientation	NCLAS
<b>LAB</b>	Lab	CLAS	<b>PAR</b>	Pharmacy Advanced Rotation	NCLAS
<b>LCL</b>	Law Clinical	NCLAS	<b>PI</b>	Private Instruction	CLAS
<b>LGR</b>	Law Guided Research & Writing	NCLAS	<b>PIR</b>	Pharmacy Introductory Rotation	NCLAS
<b>LL</b>	Lecture and Lab	CLAS	<b>PMC</b>	Podiatry Clerkship	NCLAS
<b>LLR</b>	Lecture, Lab and Recitation	CLAS	<b>PRA</b>	Practicum	NCLAS
<b>LP</b>	Lecture and Practicum		<b>PRF</b>	Exhibition/Performance	NCLAS
<b>LR</b>	Lecture and Recitation	CLAS	<b>PSC</b>	Pharmacy School Clerkship	NCLAS
<b>LRW</b>	Legal Research & Writing	CLAS	<b>REC</b>	Recitation	CLAS
<b>LS</b>	Lecture and Studio	CLAS	<b>RES</b>	Research	NCLAS
<b>LSK</b>	Legal Skill	CLAS	<b>SEM</b>	Seminar	CLAS
<b>LSO</b>	Law Student Organization	NCLAS	<b>ST</b>	Studio	CLAS
<b>LWS</b>	Law - Writing Seminar	CLAS			

**Instructional Method:** While not required on the course inventory form, you may want to refer to the following list when opening sections of a course.

<b>Banner Code</b>	<b>Instructional Method</b>	<b>Banner Code</b>	<b>Instructional Method</b>
<b>CLAS</b>	Classroom	<b>SERV</b>	Service Learning
<b>HYBR</b>	OLL with some meeting reqd	<b>STDO</b>	Studio
<b>LAB</b>	Laboratory	<b>SUPV</b>	Supervised Experience
<b>NCLAS</b>	Non-Classroom (Field & I.S.)	<b>VIDEO</b>	Video conference

<b>OLL</b>	Online only		<b>VIRT</b>	OLL with reqd virtual meetings
<b>REC</b>	Recitation			

**Course Description:** This is a plain-text field. Provide a brief description of the course. Please beware of misspellings, since Banner does not have a spellchecker. The description that you provide will appear in the online Course Catalog.

**Prerequisites:** You must provide the following information when defining prerequisites: Subject Code, Course Number, Minimum Grade that students must achieve in the prerequisite course, and Concurrency.

- If students do not meet the minimum grade in the prerequisite course, they will be prevented from registering for this course.
- If a prerequisite course can be taken in the same semester as this course, please specify that the prerequisite is concurrent to this course.

**Co-requisites:** If this course requires another to be taken in the same semester, please specify each co-requisite Subject Code and Course Number.

**Registration Restrictions:** There are several ways to restrict students from registering for courses. Students may be restricted based on their Department, Field of Study (major, minor and/or concentration), Class, Level, Degree (BA, MS, BFA, etc.), Program, College, Student Attribute and Cohort. The Department, Class, Level and College codes are the same as those listed earlier in this documentation.

- For each type of restriction, you may either include all within a restriction type or Exclude all within the type. You cannot include some and exclude others within the same restriction type. For example, you **cannot** specify “**include** Freshman **and** Junior, **AND** **exclude** Sophomore” in the Class restriction. If you only want to allow Freshmen and Juniors to register for the course, simply select “Include” and then add “Freshman” and “Junior.” If you want to allow all classes except Juniors to register for a course, select “exclude” and “Juniors,” instead of “include” all of the other classes.
- We will not be restricting registration based on Campus.
- Take a minimalistic approach to registration restrictions. Simplicity is the key to success!

**Equivalent Courses:** In general, equivalent courses are the past versions of a course, most often associated with courses that underwent one or more course number change. If this course is equivalent (read: equal in all ways) to another course and you want to make that connection so that students do not register for the course if they had already successfully completed the equivalent, then you must specify the Subject Code, Course Number, Start Term and End Term of each equivalent course. Banner will use this information for repeat checking during registration and will alert students if they already completed an equivalent course. If they wish to register for the course in order to replace a grade, they will be allowed to do so once. Any further attempt to register for the course will require advisor intervention.

**Mutually Exclusive Courses:** Specify any courses that are not equivalent to this course, but that have overlapping content that would prevent students from receiving academic credit for all versions. During registration, Banner checks for mutually exclusive courses during registration.

**Degree Program Attributes:** These are the RCIs (Required Course Indicators) that were used in ISIS to denote the General Education areas, honors courses, etc.

<b>Banner Code</b>	<b>Degree Attribute</b>		<b>Banner Code</b>	<b>Degree Attribute</b>
<b>DI</b>	Dissertation FT. Status		<b>LA</b>	Language A
<b>DV</b>	Developmental		<b>LB</b>	Language B
<b>GA</b>	Gen Ed Arts		<b>LC</b>	Language C
<b>GB</b>	Gen Ed Human Behavior		<b>M1</b>	MEDICAL SCHOOL
<b>GD</b>	Gen Ed Diversity & Race		<b>M2</b>	MEDICAL SCHOOL
<b>GG</b>	Gen Ed Global/World Society		<b>M3</b>	MEDICAL SCHOOL
<b>GQ</b>	Gen Ed Quantitative Literacy		<b>M4</b>	MEDICAL SCHOOL
<b>GS</b>	Gen Ed Science & Technology		<b>M5</b>	MEDICAL SCHOOL
<b>GU</b>	Gen Ed US Society		<b>M6</b>	MEDICAL SCHOOL
<b>GW</b>	Gen Ed Analyt Reading/Writing		<b>M7</b>	MEDICAL SCHOOL
<b>GY</b>	Gen Ed Mosaics I		<b>M8</b>	MEDICAL SCHOOL
<b>GZ</b>	Gen Ed Mosaics II		<b>NA</b>	No Academic Credit
<b>HO</b>	Honors		<b>WI</b>	Writing Intensive

**Additional Information section:** This section of the Banner Course Inventory Update Form asks several questions that are not directly related to Banner, but that do have an impact on the overall approval process. Please answer these questions, if applicable to your specific course proposal.