

Request for Banner Subject Code (Course Designator)

This form is for requesting a new subject code in Banner (i.e., course designator) or a change to an existing subject code. (Examples of subject codes are ABUS, ANTH, BA, BIOL, and so on. Most are 3 or four characters, but a few are just two. Not more than four characters can be used.)

1. What is the proposed subject code? _____

Please check the catalog to make sure that your proposed subject code is not already in use. Note that there are some subject codes that do not appear in the catalog, but that can't be used now because they were in use recently enough that they still appear on student transcripts.

2. What is the subject code description? (For example, ABUS = Applied Business)

3. Is this a NEW or REVISED subject code? (Circle one)

4. If revised, what subject code (course designator) will be replaced? _____

5. Which unit (D-level) should receive the tuition revenue from courses with this subject code? This is normally a school or college or community campus, but there are exceptions, e.g., Summer Sessions.

Note that if this request is not consistent with current tuition revenue distribution policies, it may not be approved. If a change in revenue distribution is warranted, please explain:

Approvals:

Department chair or equivalent for unit that will offer the course(s):
Signature: _____ Print Name: _____ Date: _____
Dean of unit that will offer the course(s):
Signature: _____ Print Name: _____ Date: _____
Provost:
Signature: _____ Print Name: _____ Date: _____
Registrar's Office Use Only:
Banner subject code assigned: _____ Date: _____