

Schedule Exception Request (SER) Form Tutorial

Schedule exceptions will be granted in a given semester for justifiable reasons as approved by the instructor's academic unit chair and college. This form should be completed if the class has a beginning and/or ending date different from a standard part of term.

Instructions:

1. Login to the Miscellaneous Request Management site: <https://usbulletins-next.sc.edu/miscadmin/>

Note: Your username must be entered in lowercase letters.

2. Click the Propose New Miscellaneous button.

Propose New Miscellaneous

3. Next, enter the requested contact information. Fields highlighted in red are required. Other fields are optional.

Contact Information

Primary Proponent Contact Information

Username:	<input type="text" value="shortedm"/>
Name:	<input type="text"/>
Email:	<input type="text"/>
Title:	<input type="text"/>
Phone:	<input type="text"/>

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4. Next, enter the requested course information. Fields highlighted in red are required. Other fields are optional.
 - a. In the last field in this section, you can list other sections that meet for the same dates as the course listed above (if applicable). You do not need to complete a separate form for each course.

Course Information

Subject Code:	<input type="text" value="Select..."/>	Course Number:	<input type="text"/>
Section Number:	<input type="text"/>		
Academic Unit	<input type="text" value="Select..."/>		
College	<input type="text" value="Select College..."/>		
Course Title:	<input type="text"/>		
Credit Hours:	<input type="text"/>		
Instructor Name:	<input type="text"/>		

Cross-listed with which other sections (if applicable)?

List other sections that meet for the same dates as the course listed above (if applicable). You do not need to complete a separate form for each course.

5. Next, enter the requested Scheduling Information. Fields highlighted in red are required. Other fields are optional.

Scheduling Information

Effective Term:	<input type="text" value="Select..."/>		
Date Course Begins:	<input type="text"/>	Date Course Ends:	<input type="text"/>
Instructional Method:	<input type="text" value="Select..."/>		

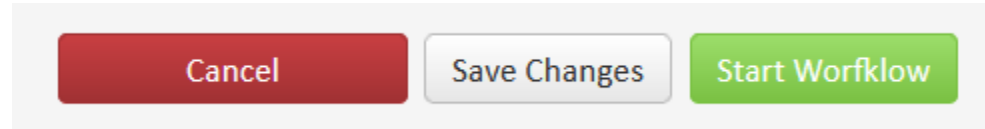
Provide a brief justification statement that addresses the need for special course dates and the population of students served by this course.

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6. Once all fields on the form have been completed, click on the Start Workflow button to submit the form to your academic unit's chair. Once the form is approved by the chair, it will route to your college dean's office for approval. Once all approvals are received, it will be sent to the Registrar's Office to be entered in Banner.

If you want to save the form, but not submit it, you can click the Save Changes button. This will save your work and allow you to return later to complete the form.

If you don't want to submit the form, choose the Cancel button.



7. Once the SER form is received by the Registrar's Office, it will be processed within 1 – 2 business days. You will receive an email when the form has been processed.