

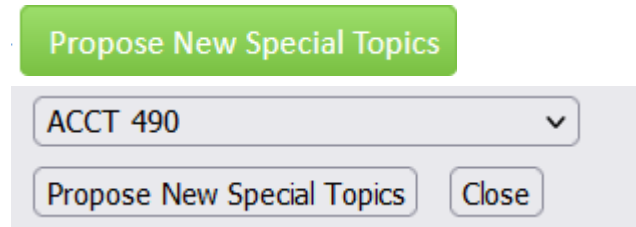
Special Topics Course Approval (STC) Form Tutorial

Instructions:

1. Login to the Special Topics Management site: <https://usbulletins-next.sc.edu/specialtopicsadmin/>

Note: Your username must be entered in lowercase letters.

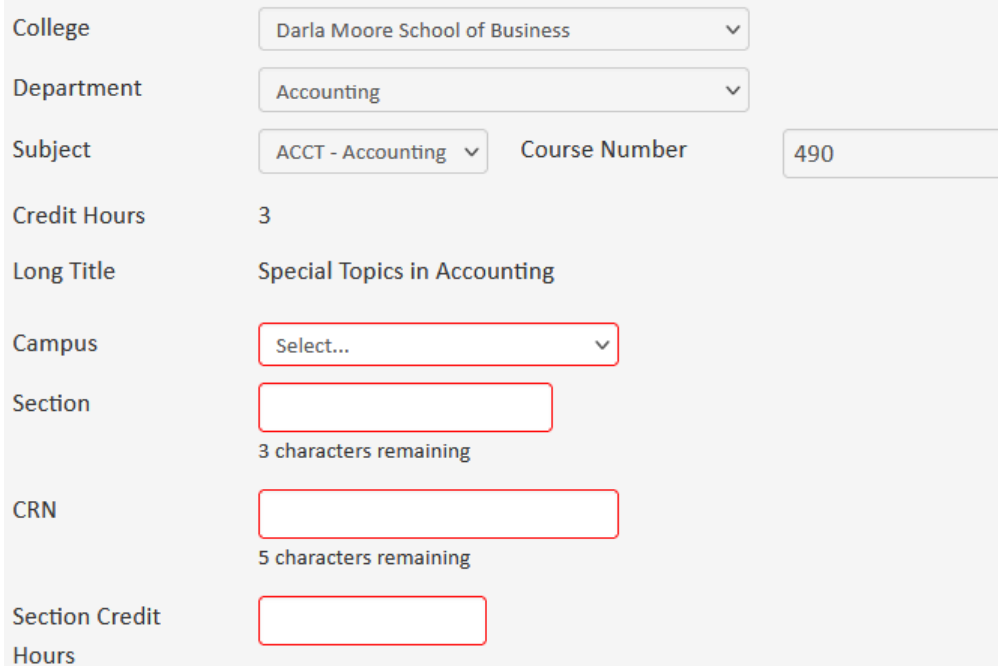
2. Click the Propose New Special Topics button. Next, choose the appropriate course and click the Propose New Special Topics button.



A green button labeled "Propose New Special Topics" is shown above a dropdown menu. The dropdown menu is open, showing "ACCT 490" with a downward arrow. Below the dropdown are two buttons: "Propose New Special Topics" and "Close".

3. You will then see the Special Topics Course Approval (STC) form. Complete the Special Topics Course Information section to include the requested information. The subject code, course number, credit hours, and Bulletin course title will be pre-populated. The fields highlighted in red are required.

Special Topics Course Information



The form contains the following fields:

College	Darla Moore School of Business		
Department	Accounting		
Subject	ACCT - Accounting	Course Number	490
Credit Hours	3		
Long Title	Special Topics in Accounting		
Campus	Select...		
Section	<input type="text"/>		
	3 characters remaining		
CRN	<input type="text"/>		
	5 characters remaining		
Section Credit Hours	<input type="text"/>		

Special Topics Course Approval (STC) Form Tutorial

Effective Term

Special Topics Title
90 characters remaining

Course Description

Syllabus Upload

Uploaded Files:

Files To Be Uploaded:

Is this section cross-listed with another course this semester?
 Yes No

4. If the section is cross-listed with another course this semester, answer yes to the question.
- a. A second question will then appear asking if the cross-listed sections will be scheduled using the same course number. If yes, list them in the box below. Only one Special Topics Course Approval (STC) form is required.

Is this section cross-listed with another course this semester?
 Yes No

Will the cross-listed section(s) be scheduled using the same course number as the course listed above? Yes No

If yes, please list the subject, course number, section number, and CRN for each additional cross-listed section that uses the same course number. You do not need to complete additional Special Topics Course Approval (STC) forms for the additional sections.

- b. If no, list the cross-listed sections in the box below. A separate Special Topics Course Approval (STC) form is required for each section being offered.

Is this section cross-listed with another course this semester?
 Yes No

Will the cross-listed section(s) be scheduled using the same course number as the course listed above? Yes No

If no, please list the subject, course number, section number, and CRN for each additional cross-listed section that uses different course numbers. You will need to complete additional Special Topics Course Approval (STC) forms for every special topics section being offered.

Special Topics Course Approval (STC) Form Tutorial

5. Complete the fields related to when the course meets. If the course does not have scheduled meeting times, select the TBA option.

Meeting Schedule Days

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- TBA

Class Start Time

AM/PM

Select...



Class End Time

AM/PM

Select...



6. Complete the instructor information section.

Instructor Name	<input type="text"/>
Instructor USC ID	<input type="text"/>

7. 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.

Note: If this is an INTL or UNIV course, the form will be routed for additional approvals after the academic unit chair's approval and before the dean's office approval.

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.

<input type="button" value="Cancel"/>	<input type="button" value="Save Changes"/>	<input type="button" value="Start Workflow"/>
---------------------------------------	---	---

8. Once the STC 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.