Special Topics Course Approval (STC) Form

1. Login to the Special Topics Management site: https://uscbulletins-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.
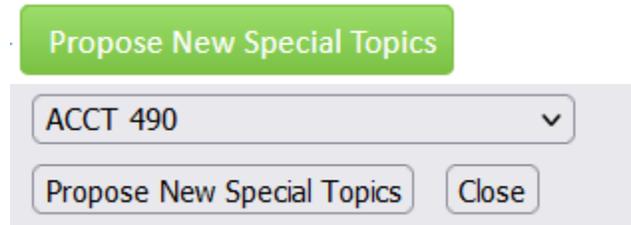
3. You will then see the Special Topics Course Approval (STC) form. Complete the Special Topics Course Information section to include the requested information. The subject code, course number, credit hours, and Bulletin course title will be pre-populated. The fields highlighted in red are required.
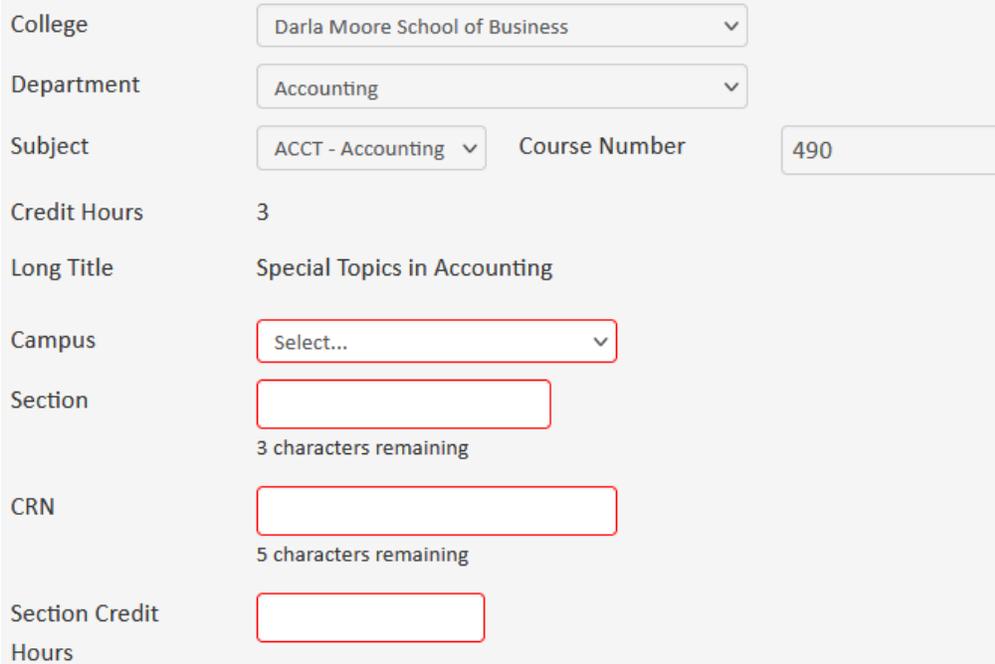
Effective Term Select... ▾

Special Topics Title [   ]
90 characters remaining

Course Description [   ]

Syllabus Upload [Attach File]   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   ⦿ Yes   ○ No
   number as the course listed above?

   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   ○ Yes   ⦿ No
   number as the course listed above?

   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.

   [   ]

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 [   ]

Instructor USC ID [   ]

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.

   [Cancel]   [Save Changes]   [Start Worfklow]

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.