Academic Programs Proposal System (APPS)

Special Topics Course Approval (STC) Form

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

2. Review the list of existing sections to see if the course in question is listed. If so, click on the section, then click the Edit Request button.

   Edit Request

3. If the section in question is not listed, click the Propose New Special Topics button. Next choose the course number and click the Propose New Special Topics button.

   Propose New Special Topics

   ACCT 490

   Propose New Special Topics   Close

4. 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

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	
	3 characters remaining
CRN	
	5 characters remaining
Section Credit Hours	

| 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

5. If the section is cross-listed with another course this semester, answer yes to the last question, then indicate the cross-listed course. A separate Special Topics Course Approval (STC) form is required for each section being offered.

If yes, please list the subject, course number, and section number. You will need to complete a separate Special Topics form for every special topics section being offered.

[   ]

6. 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... ⌄ |

7. Complete the instructor information section.

8. 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.

9. 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.