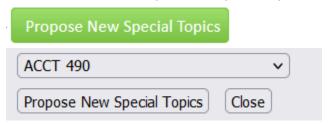
Academic Programs Proposal System (APPS)

Special Topics Course Approval (STC) Form

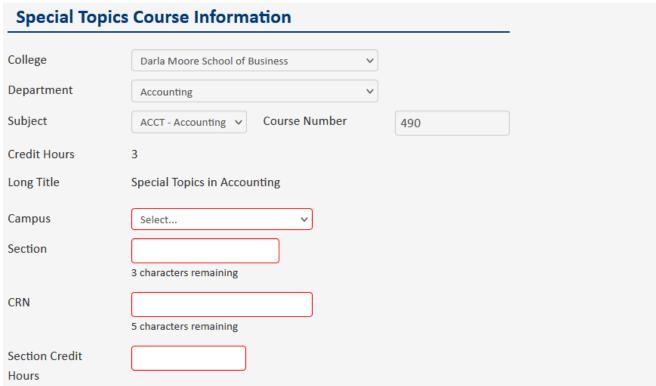
- 1. Login to the Special Topics Management site: https://uscbulletins-next.sc.edu/specialtopicsadmin/
- 2. Review the list of existing sections to see if the course in question is listed. If so, click on the section, then click the Edit Request button.

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.



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.



Effective Term	Select V		
Special Topics Title			
	90 characters remaining		
Course Description			
			/h
Syllabus Upload	Attach File	Uploaded Files:	
		Files To Be Uploaded:	<u> </u>
Is this section cross-list	ted with another course this seme:	ster?	
	Yes No		
If the condition to conse	Parado 9b a calle a calle a calle		Tool and a state of the state of the
	listed with another course this s separate Special Topics Course A	•	
offered.			-
	ubject, course number, and section topics section being offered.	number. You will need to co	mplete a separate Special Topics
Torrit for every special	topics section being onered.		
			fl.
Complete the fields reselect the TBA option	elated to when the course meets	s. If the course does not hav	ve scheduled meeting times,
		s. If the course does not hav	ve scheduled meeting times,
select the TBA option		s. If the course does not hav	ve scheduled meeting times,
select the TBA option	Days Sunday	s. If the course does not hav	ve scheduled meeting times,
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select the TBA option	Days Sunday Monday Tuesday	s. If the course does not hav	ve scheduled meeting times,
select the TBA option	Days Sunday Monday Tuesday Wednesday Thursday	s. If the course does not hav	ve scheduled meeting times,
select the TBA option	Days Sunday Monday Tuesday Wednesday Thursday Friday	s. If the course does not hav	ve scheduled meeting times,
select the TBA option	Days Sunday Monday Tuesday Wednesday Thursday Friday Saturday	s. If the course does not hav	ve scheduled meeting times,
select the TBA option Meeting Schedule E	Days Sunday Monday Tuesday Wednesday Thursday Friday		
select the TBA option	Days Sunday Monday Tuesday Wednesday Thursday Friday Saturday	s. If the course does not have	ve scheduled meeting times,
select the TBA option Meeting Schedule E	Days Sunday Monday Tuesday Wednesday Thursday Friday Saturday		

5.

6.

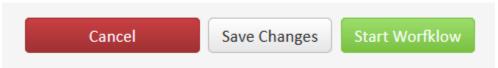
7. Complete the instructor information section.

Instructor Name	
Instructor USC ID	

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.