

How to Request a Special Topic Sections

291/391/491/591 sections are used for Special Topics courses. A course in the x91 series can only be taught for two semesters before a hard-coded number must be requested for that particular course content. The instructions below have been created to help determine which process to undertake when requesting a Special Topics course.


1. Has the Special Topics course content been on the Schedule of Classes before?

If yes, please fill out a *Schedule Section Changes Form* with appropriate signatures and submit to the Provost Office *Attn: Keely Holmes*. As a reminder, this is only for a 291/391/491/591 course if it has been approved through the Course Inventory Management (CIM) for a prior semester and this will be the 2nd time this specific topic is being offered.

2. NEW Special Topics course with new content


If this is a NEW Special Topics course, you will need to submit the course as an update through the CIM. Each NEW title must be put into CIM as a new Special Topics course (with a unique section number) and must be accompanied with learning outcomes, a syllabus and supporting documents. To submit the request, follow the steps below:

- a. Navigate to <https://nextcatalog.montana.edu/courseadmin/>
- b. Search the rubric of the course by using the “*” after the rubric. For example: BIOE* and then scroll down to find ALL the 291/391/491/591 sections.


Search, edit, add, and deactivate courses. Help 

Use an asterisk (*) in the search box as a wild card. For example, FILM* will find everything that starts with “FILM”, *FILM everything that ends with “FILM”, and *FILM* everything that contains “FILM”. The system searches the Course Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use

BIOE* - OR - Quick Searches... 

Course Code	Title	Workflow	Status
BIOE 445	Macrosystems Ecology: Linking Plants, Animals, and Ecosystems Across Scales		Edited
BIOE 455	Plant Ecology		Edited
BIOE 490R	Undergraduate Research		Edited
BIOE 491-002	Special Topics: Ecological Physiology of Aquatic Organisms		Edited
BIOE 492	Independent Study		
BIOE 494	Seminar/Workshop		Edited
BIOE 498	Internship		Edited



How to Request a Special Topic Sections

- c. Edit the course to add a section number. Choose the anticipated section number for the term it is to be offered.

MONTANA STATE UNIVERSITY Course Management

Editing: **BIOE 491-002: Special Topics: Ecological Physiology of Aquatic Organisms**

Rubric: Course Number: Core Designation:
(if needed)

Section Number:

Also for Graduate Credit? Yes No

- d. Make the necessary changes and provide any supporting documents (syllabus/learning outcomes etc.) regarding the course content for the NEW x91 course and click 'Start Workflow'.

Justification for change:

Any further considerations not listed on the form:

- e. If you have any questions or issues, please feel free to contact Keely Holmes (keely.holmes@montana.edu) or the Course Scheduling Team (coursescheduling@montana.edu)