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.

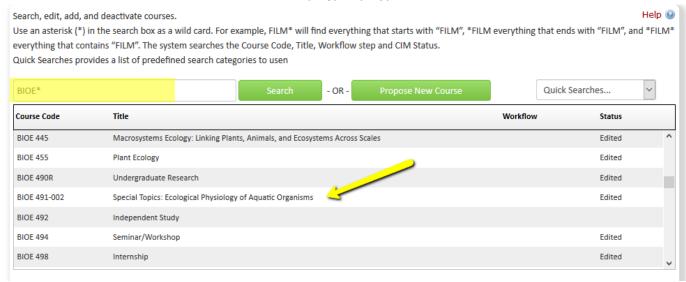
1. Has the Special Topics course content been on the Schedule of Classes before?

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

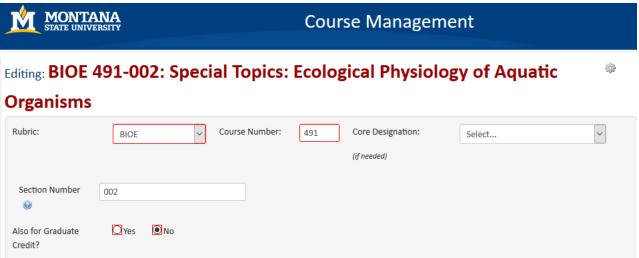
If this is a NEW Special Topics course, you will need to submit the course as an update through the CIM. Each NEW title must be put into CIM as a new Special Topics course (with a unique section number) and must be accompanied with learning outcomes, a syllabus and supporting documents. To submit the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

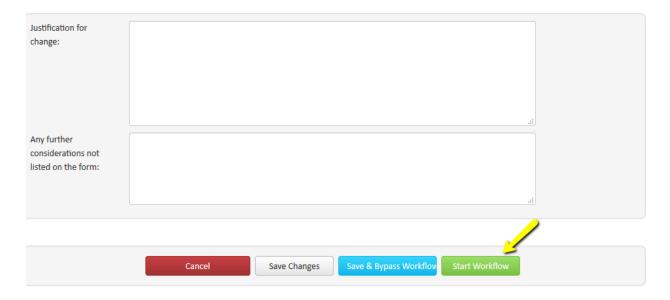


How to Request a Special Topic Sections

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



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'.



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