Adding a Special Topics Section to your Schedule

If the topic title has been used in the recent past, it may exist in SIS. All you will need to do is choose the title. If the title does not exist in SIS, submit a Special Topics Request Form and University Scheduling will create the title for you. Remember, suffixes will not be used anymore.

1. Navigation: Portal>Student Information System>Curriculum Management>Schedule of Classes>Maintain Schedule of Classes>Search for the course. If no sections have been scheduled yet, use Schedule New Course.

2. As you add the new section, scroll down to the lower portion of the Basic Data tab and use the lookup feature on the Topic ID field. A list of available titles will appear. Choose the appropriate title.

3. Use “New Window” link and the Adjust Class Associations link (from the left menu) to change the credit hours (if variable credit) and the grade method if this has been approved by DUAP). Return previous window and continue to enter the rest of the section detail on your new special topics section.

When the list appears, choose the title by clicking on the hyperlink.
From the lookup list, choose the appropriate title if it exists, or return to Basic Data tab by clicking on the Cancel button.