Information for Schedulers about Topics Course Management in the Electronic Course Authorization System and the Class Schedule

You may have noticed that topics "shells" (the generic topics course before the specific title has been added) often rollover from semester to semester or year to year in the Class Schedule.

Please remember that topics courses must be reactivated in the Electronic Course Authorization System (ECAS) for each term they are offered. Even though the system may roll the information forward, the topics shell is not active and you will not be able to add the specific title (section) until the topic shell is activated in ECAS.

Going forward, the Office of Classroom Management will delete all topics sections in the 'roll to' term before that term is open for editing by departments in the Collaborative Class Scheduling (CCS) pages. This should ensure that previous term's topic sections are not automatically offered in the next term. Academic Support Resources (ASR) will monitor topic courses in the course catalog to ensure that approved topics are associated only with a specific term. **However, if you do see any topics shells in the Class Schedule that you are not planning to offer, or that need to be reactivated, you should cancel them.**

Then, for those you are planning to offer,

Step 1: Go into ECAS and activate the topic shell for the upcoming semester. If you don't see the term you want to add a title for, then create the shell by selecting "Update" and change the term.

Step 2: Hit submit. (The proposal will be reviewed and approved quickly if all is in order.)

Step 3: Once the shell is approved, go into ECAS and add the specific topic title and SLO information.

NEW- Specific topics courses should be taught no more than two times before they are converted to regular courses. This two-times rule does not apply to Freshman Seminars, Honors Seminars, Directed Studies or Study Abroad.

No syllabus is required for approval of a new topic title, but **a course description (including information about meeting times and number of credits) should be included in the *Editor Comments* section of ECAS.** This description will help the Associate Dean determine whether the course content is appropriate for University of Minnesota Twin Cities campus credit, (i.e. content the U of M would accept as transfer credit from another institution) and to the mission of the proposing unit.

Topic titles being proposed for the second offering require a syllabus. The Editors Comments section in ECAS should list the previous semester when the course was taught. ASR and OUE will also monitor the number of times a topics course has been offered.

Step 4: Hit submit. Once the title is approved, you will be able to go into the Class Schedule in CCS and select the specific title for the appropriate section.

It may be tempting to use the "Notes" section in CCS for the topic title. PLEASE DON'T DO IT. If you do, the title will not appear on a student's transcript. ASR will run a report of courses set up this way; all units that do this will be required to submit new course information to get the correct topic title properly approved.