

Date: April 27, 2023
To: Departmental Administrators
From: Registrar's Office
Re: Special Topics Processes Memo

Topics Courses

Selected Topics courses normally address topics which fall within a narrow range of topics within a common theme indication by the course title. Students may not repeat selected topics courses for credit.

Special Topics normally address topics chosen from a broad range of topics within a discipline. Their topics vary widely from year-to-year. Students may repeat special topics courses for credit when the topics vary.

Approval Process

The academic unit is responsible for proposing and approving titles for Special Topics courses. The academic unit should notify their Associate Dean of the topic. Graduate courses should be directed to the Faculty of Graduate and Postdoctoral Affairs while undergraduate courses should be directed to the appropriate Faculty's Associate Dean. Special Topics offered three consecutive times should normally be reviewed to determine if a new course should be developed.

Process after Approval

The academic unit should enter the title in Banner for each section where the topic differs, to appear in Carleton Central. Once the student is registered, the specific title will show on the transcript. If the title is not entered prior to the assignment of grades in Banner, only the generic '*Special Topics*' title will show on the transcript with the final grade. The specific title of the topic will only appear on the transcript if it is entered in Banner **before** the course is graded.

Recommendation

The last day of classes for the term can be used as the deadline to enter specific titles, thereby ensuring that the Special Topic titles will appear on the transcript. However, the earlier they are entered, the sooner the information becomes available in Carleton Central and on the transcript for in progress courses.

- **Additional Notes**

- i. A special topic title rolls over from the previous year. A title cannot be changed in DCU, only in SSASECT once the timetable is uploaded to Banner (December for Summer courses; May for Fall/Winter courses).
- ii. The academic unit should enter the title in SSASECT for each section where the topic differs. There is no need to inform the timetabling team about the change. As soon as the change is made in SSASECT it will be reflected in Carleton Central.

- iii. The title field in Banner allows no more than 30 characters. If the title is longer than 30 characters, it should be shortened. The long version of the title, along with additional course information (e.g. course description) can be entered in SSATEXT (it will be displayed in Carleton Central). Note that the transcript will show the title entered in SSASECT.
- iv. The SSASECT_TITLE column of the SCH_INTERNAL_XLS report displays “special topics” titles entered in SSASECT, while the CATALOG_TITLE column displays the “generic” title; e.g. “Special Subjects in History”.

Summer 2023 Timeline

| Dates | Event Description |
|-------------------|---|
| December 21, 2022 | Summer courses displayed in Carleton Central and the public class Schedule. |
| March 23, 2023 | Summer Registration begins. |
| June 16, 2023 | Last day of Early Summer classes. Special Topic titles must be in Banner by this date to ensure they are in the system when the course is graded and to appear on the official transcript. |
| August 16, 2023 | Last day of Late Summer and Full Summer classes. Special Topic titles must be in Banner by this date to ensure they are in the system when the course is graded and to appear on the official transcript. |

Fall/Winter 2023-24 Timeline

| Dates | Event Description |
|-------------------|---|
| May 25, 2023 | Fall and Winter courses are displayed in Carleton Central and the public class schedule. |
| June 28, 2023 | Registration begins. |
| October 20, 2023 | Last day of Early Fall term classes. Special Topic titles must be in Banner by this date to ensure they are in the system when the course is graded and in order to appear on the official transcript. |
| December 8, 2023 | Last day of Late Fall and Full Fall term classes. Special Topic titles must be in Banner by this date to ensure they are in the system when the course is graded and in order to appear on the official transcript. |
| February 16, 2024 | Last day of Early Winter classes. Special Topic titles must be in Banner by this date to ensure they are in the system when the course is graded and in order to appear on the official transcript. |
| April 10, 2024 | Last day of Full Winter, Late Winter and Fall/Winter classes. Special Topic titles must be in Banner by this date to ensure they are in the system when the course is graded and in order to appear on the official transcript. |