

**Date:** April 25, 2024  
**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 and 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 2024 Timeline

Dates	Event Description
December 21, 2023	Summer courses displayed in Carleton Central and the public class Schedule.
March 21, 2024	Summer Registration begins.
June 18, 2024	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 14, 2024	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 2024-25 Timeline

Dates	Event Description
May 27, 2024	Fall and Winter courses are displayed in Carleton Central and the public class schedule.
July 2, 2024	Registration begins.
October 18, 2024	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 6, 2024	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 14, 2025	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 8, 2025	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.