

Creating Special Topics

Sub-Titles

When entering sub-titles remember that there is a transcript title and a formal title. The transcript title will only allow 24 character spaces. The formal title offers two lines and the period that appears should be removed when entering on these two lines.

Suffixes

Please do not use **H** = (University Honors), **U**= (First Year Program), or **S** = (College Park Scholars) unless it is specifically related to these undergraduate programs.

If you are unsure what suffix is available to use, please contact our office and request an excel file of the suffixes used in the past.

Variable Credit

Most of these courses are offered as variable credit (1-3) and can be adjusted if they are being offered as a specific amount versus variable.

Non Print Notes

Restrictions (BPO {PERMREQ}, For **** majors only, limited to...);
Instructions to the scheduling office (such as building/room requests).

Course Descriptions

Course descriptions should be posted on the department web site; then send the URL address to schedule@umd.edu so we can create the hyper-link between the schedule of classes and your web site. (If this is during online scheduling make the notation as a non-print note).