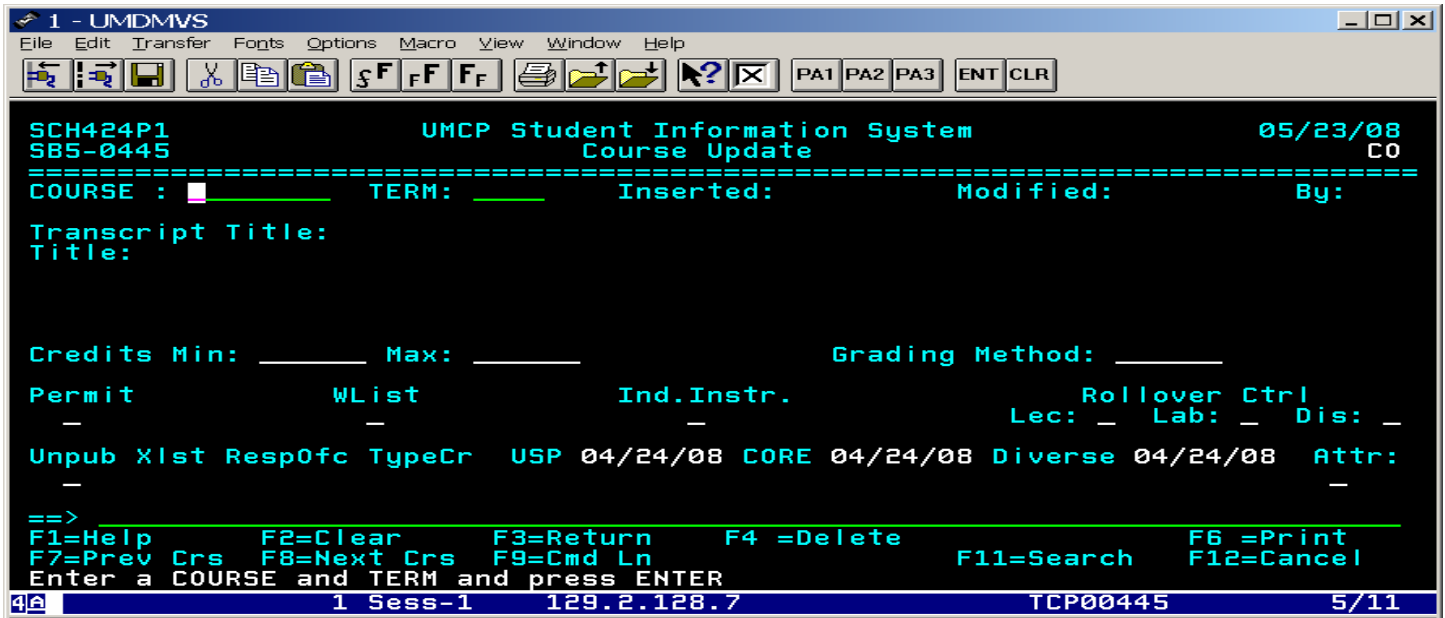


CREATING A SPECIAL TOPICS COURSE

PART I- [GO CO]

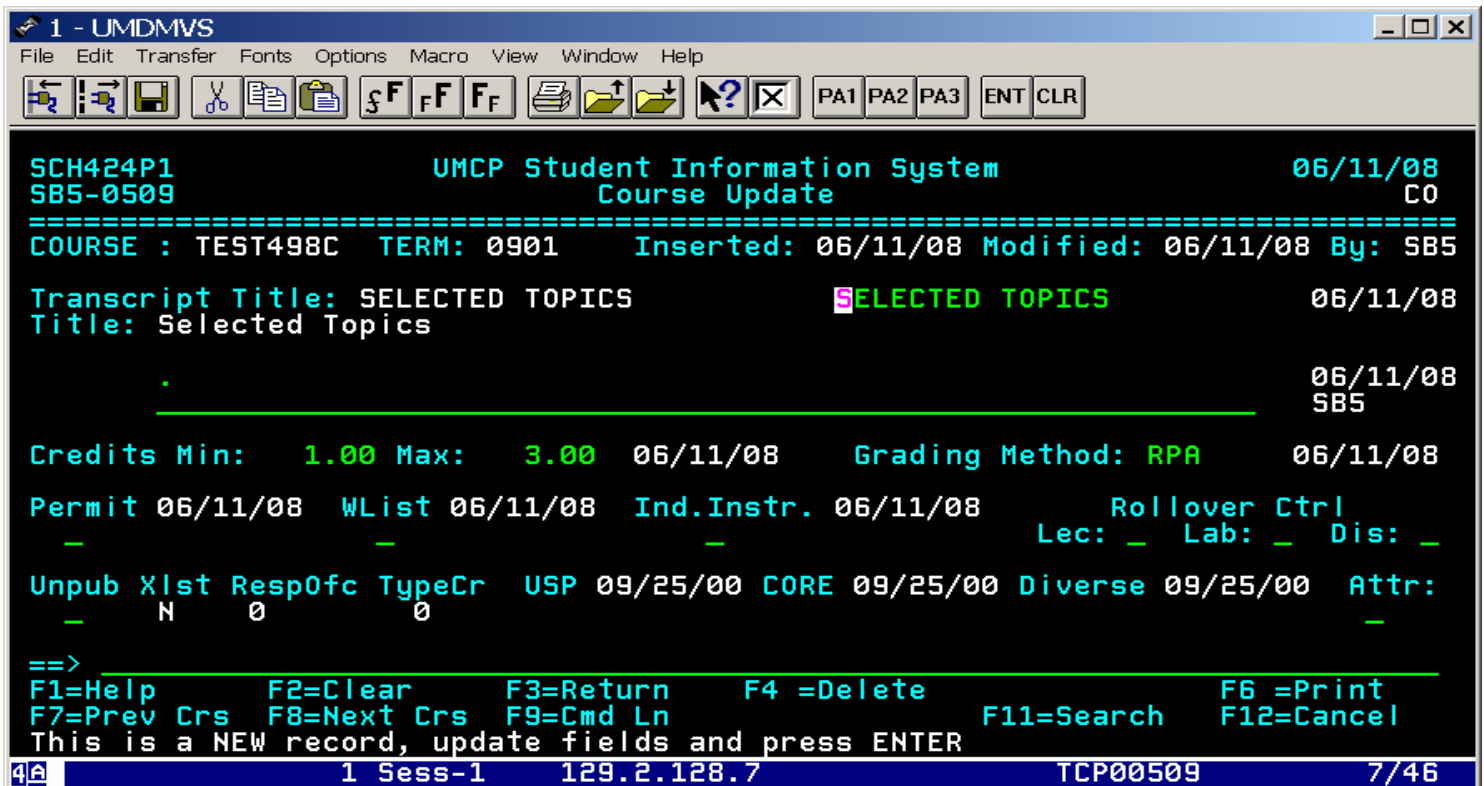
STEP 1) Start on the command line (**F9**) and enter **go co**. The course update screen will appear as it does below.



```
1 - UMDMVS
File Edit Transfer Fonts Options Macro View Window Help
SCH424P1          UMCP Student Information System          05/23/08
SB5-0445          Course Update                                          CO
=====
COURSE :          TERM:          Inserted:          Modified:          By:
Transcript Title:
Title:

Credits Min:          Max:          Grading Method:
Permit          WList          Ind.Instr.          Rollover Ctrl
          Lec:          Lab:          Dis:
Unpub Xlst RespOfc TypeCr  USP 04/24/08 CORE 04/24/08 Diverse 04/24/08 Attr:
=====
==>
F1=Help          F2=Clear          F3=Return          F4 =Delete          F6 =Print
F7=Prev Crs     F8=Next Crs     F9=Cmd Ln          F11=Search          F12=Cancel
Enter a COURSE and TERM and press ENTER
4@ 1 Sess-1 129.2.128.7 TCP00445 5/11
```

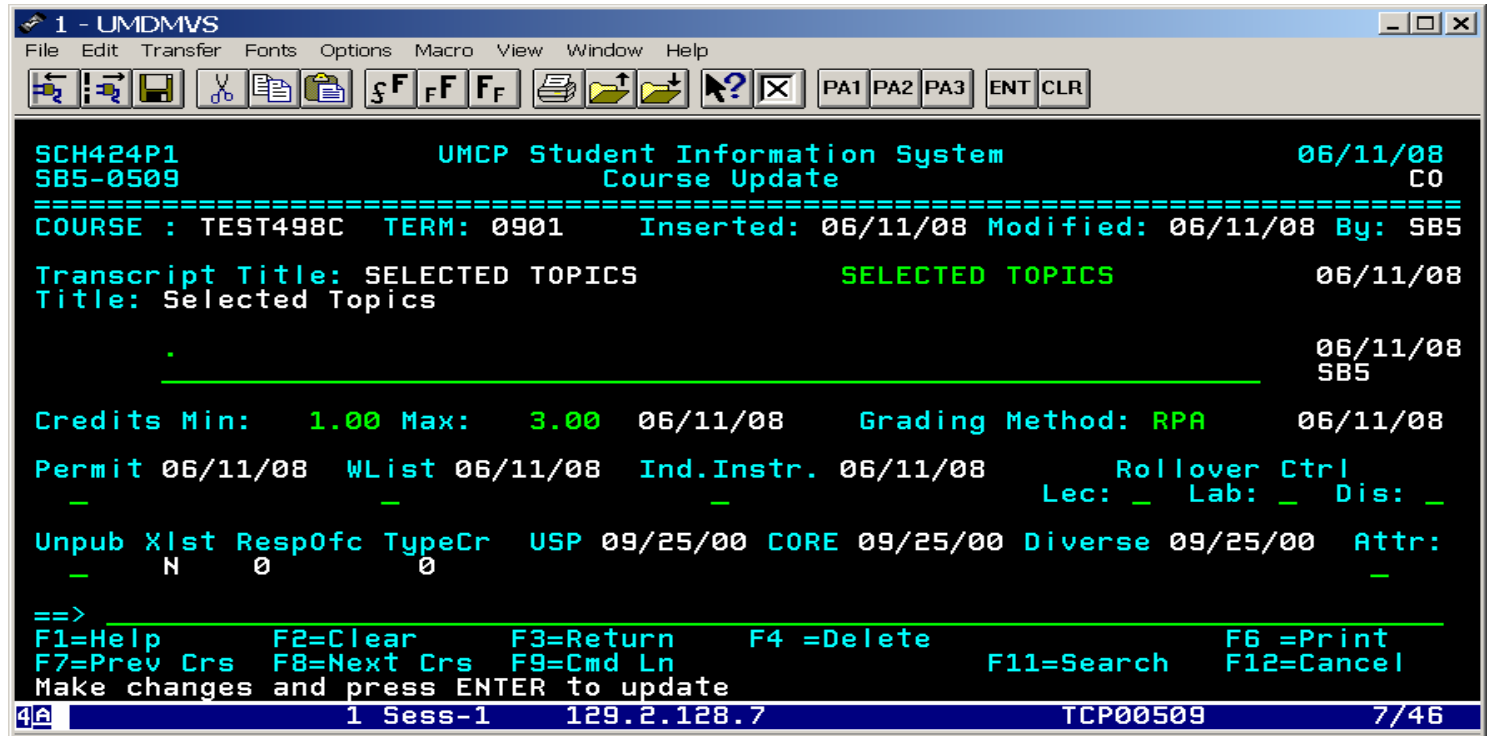
STEP 2) Next to **COURSE**: enter the course prefix, number, and suffix (If you are unsure about the suffix, contact schedule@umd.edu or call x48243/44); then press the tab key once. Next to **TERM**: enter the term and press the enter key. Notice the message below the listing of the function keys; **“This is a NEW record, update fields and press enter”**. The screen should appear as it does below.



```
1 - UMDMVS
File Edit Transfer Fonts Options Macro View Window Help
SCH424P1          UMCP Student Information System          06/11/08
SB5-0509          Course Update                                          CO
=====
COURSE : TEST498C  TERM: 0901  Inserted: 06/11/08 Modified: 06/11/08 By: SB5
Transcript Title: SELECTED TOPICS          [S]ELECTED TOPICS          06/11/08
Title: Selected Topics
          .          06/11/08
          SB5
Credits Min: 1.00 Max: 3.00 06/11/08 Grading Method: RPA 06/11/08
Permit 06/11/08 WList 06/11/08 Ind.Instr. 06/11/08 Rollover Ctrl
          Lec:          Lab:          Dis:
Unpub Xlst RespOfc TypeCr  USP 09/25/00 CORE 09/25/00 Diverse 09/25/00 Attr:
          N          0          0
=====
==>
F1=Help          F2=Clear          F3=Return          F4 =Delete          F6 =Print
F7=Prev Crs     F8=Next Crs     F9=Cmd Ln          F11=Search          F12=Cancel
This is a NEW record, update fields and press ENTER
4@ 1 Sess-1 129.2.128.7 TCP00509 7/46
```

After entering the change and pressing the enter key, your screen should appear as it does below. If you have done this correctly, then the message at the bottom of the screen should say: “**Make changes and press enter to update**”.

Remember that the default grading method for undergraduates is RPA and graduates are RA. There are two grading options that can be offered independently, *Regular (REG)* and *Satisfactory/Fail (S/F)*. However, in order to offer the grading option of (S/F), the course would have to have been approved for this specific grading option.



STEP 3) At this point, your sub-title will need to be entered in two separate fields.

- ❁ First, enter an abbreviated version of the sub-title (limited to 24 character spaces) on the line that says transcript title (the portion that appears in green not white).
- ❁ Then tab to the field for the formal title (this field starts with a period and continues with the next line in green) and enter the sub-title with no abbreviations (this is the version that appears on Testudo). The period in this field should either be deleted or typed over, since the system will read the period as a message to ignore this line.
- ❁ **Additional Reminders:**
 - The transcript title will automatically appear in upper case once you press the enter key.
 - The formal title will need you to identify the upper and lower case manually.

STEP4) Review the credit level and make any necessary adjustments and press the enter key. Listed below is a copy of two screens. The first one is after data entry and before the enter key is pressed and the second screen is after the enter key is pressed.

```

1 - UMDMVS
File Edit Transfer Fonts Options Macro View Window Help
[Icons] [PA1] [PA2] [PA3] [ENT] [CLR]

SCH424P1          UMCP Student Information System          06/11/08
SB5-0509          Course Update                                           CO
=====
COURSE : TEST498C  TERM: 0901   Inserted: 06/11/08 Modified: 06/11/08 By: SB5

Transcript Title: SELECTED TOPICS          creating a new course          06/11/08
Title: Selected Topics

Creating a New Course with a Special Topics Title          06/11/08
-----
SB5

Credits Min: 1.00 Max: 3.00 06/11/08 Grading Method: RPA 06/11/08
Permit 06/11/08 WList 06/11/08 Ind.Instr. 06/11/08 Rollover Ctrl
- - - - - Lec: _ Lab: _ Dis: _

Unpub Xlst RespOfc TypeCr USP 09/25/00 CORE 09/25/00 Diverse 09/25/00 Attr:
- N 0 0 - - - - -

==>
F1=Help F2=Clear F3=Return F4 =Delete F6 =Print
F7=Prev Crs F8=Next Crs F9=Cmd Ln F11=Search F12=Cancel
Make changes and press ENTER to update

4@ 1 Sess-1 129.2.128.7 TCP00509 11/9

```

```

1 - UMDMVS
File Edit Transfer Fonts Options Macro View Window Help
[Icons] [PA1] [PA2] [PA3] [ENT] [CLR]

SCH424P1          UMCP Student Information System          06/11/08
SB5-0509          Course Update                                           CO
=====
COURSE : TEST498C  TERM: 0901   Inserted: 06/11/08 Modified: 06/11/08 By: SB5

Transcript Title: SELECTED TOPICS          CREATING A NEW COURSE          06/11/08
Title: Selected Topics

Creating a New Course with a Special Topics Title          06/11/08
-----
SB5

Credits Min: 1.00 Max: 3.00 06/11/08 Grading Method: RPA 06/11/08
Permit 06/11/08 WList 06/11/08 Ind.Instr. 06/11/08 Rollover Ctrl
- - - - - Lec: _ Lab: _ Dis: _

Unpub Xlst RespOfc TypeCr USP 09/25/00 CORE 09/25/00 Diverse 09/25/00 Attr:
- N 0 0 - - - - -

==>
F1=Help F2=Clear F3=Return F4 =Delete F6 =Print
F7=Prev Crs F8=Next Crs F9=Cmd Ln F11=Search F12=Cancel
Make changes and press ENTER to update

4@ 1 Sess-1 129.2.128.7 TCP00509 7/46

```

PART I- [GO SE]

For specific instructions, please refer to Creating a New Course.