



SEATTLE UNIVERSITY

OFFICE OF THE REGISTRAR

SPECIAL TOPICS SECTION INFORMATION FORM

Attn: Scheduler

901 12th Avenue
P.O. Box 222000 Seattle, WA
98122-1090
Phone: (206) 220-8030;
Fax: (206) 296-2443
E-mail: reg-scheduler@seattleu.edu

INSTRUCTIONS: Fill out completely, obtain signatures, and submit form to the University Scheduler. This completed form must be received before the schedule goes live for the course to appear online. Incomplete forms will be returned to the initiator.

TERM/YEAR

OFFERED:

Fall _____ Winter _____ Spring _____ Summer Session _____
Year Year Year Year 1st 4-week 2nd 4-week 8-week Intersession
Year Year Year Year

COURSE INFORMATION: Prefix _____ Number _____ Section _____ Credits _____ Capacity (min/max) _____

Course Title _____

30 CHARACTERS MAXIMUM – BE SURE THE ABBREVIATION MAKES SENSE

Grading Option (check all that apply): ☐ LETTER GRADE ☐ CR/F ☐ N Grade (course ends after term ends)

Registration Restrictions _____
Example: Junior/Senior standing only; Business majors only **NOTE: Prerequisites cannot be put on the section level.**

When Offered: Day(s) _____ Times _____

Study Abroad outside the U.S.: ☐ Yes

Cross-listing: This course is cross-listed with _____
Total Combined Course Capacity _____

INSTRUCTOR INFORMATION: Name _____ SU ID Number: _____
Last First

► Chair of Cross-Listed Department Signature _____ Date _____

► Chair Signature _____ Date _____

SPECIFIC REQUIREMENTS (check all that apply):

Major/Minor

☐ This course satisfies our department's program requirements (ex: American Literature or Historical Theology or HIST 333):

List requirement(s) fulfilled: _____

☐ This course satisfies another department's program requirements (ex: American Literature or Historical Theology or HIST 333):

List requirement(s) fulfilled: _____

Previous offerings

☐ This course has been offered before (specify terms) _____

Note: Per Policy 97-2, Special Topic courses may be offered a maximum of 3 times, after which they must be submitted as regular offerings.

REGISTRAR'S OFFICE USE ONLY

Course Type Code(s): _____
Processed by: _____ Date: _____