

Special Topics: How to request/create a special topics course?

- > Deadline For Submitting Special Topics Requests One Week Prior to First Day of Semester
- **1.** Before launching a proposal, you must have the correct permissions. Navigate and complete the "Curriculog for Originators" training in Owl Train.
- 2. Once permissions are granted, navigate to <u>Curriculog</u>, Click Login.

CURRICULOG	Login	
Proposals		
You must be logged in to view proposals.		

- 3. Launch and complete the Special Topics Proposal.
 - a. Select + New Proposal

CURRICULOG	Proposals	Agendas Accounts	Reports		
• My T	asks	• My Proposals	Watch List	All Proposals	
Filter by:					
All Tasks	-	Advanced Filter		+ New Proposal	

4. On the Next screen, click the "others" tab.

CURRICULOG	Proposals	Agendas	Accounts	Reports		
All Pro	cesses	Course	S	Programs	Others	
All Pro	cesses	Course	S	Programs	Others	

5. Scroll to the bottom and select the check mark to begin.

Special Topics 3.1
