

## Special Topics and Independent Study Course Section Titles

### *New Procedure Implementation-effective Fall 2014*

Course Titles for special topics & independent study courses will be requested by the Office of the Registrar to the Executive Aides, Department Chairs & Instructors on the following schedule:

- Initial Email Request
  - Spring Courses--Day after course building access is terminated (October)
  - Summer Courses--Day after course building access is terminated (March)
  - Fall Courses--Day after course building access is terminated (March)
- Final Email Request
  - Spring Courses--1 week prior to registration opening (November)
  - Summer Courses--1 week prior to registration opening (March)
  - Fall Courses--1 week prior to registration opening (March)
- Monthly Email Request for newly built and registered for courses
- **ALL** Special Topics courses must have a course title PRIOR to registration
- Honors Courses with a section number of X88 will have HONORS listed at the beginning of the title prior to registration
- Course Titles will be limited to 100 characters including spaces
- Students registered in the same section of the course must all have the same title
  - Students with differing titles will each need an individual section built
- Courses not referenced above (Honors Thesis, Research in Biology, etc) that need additional course titles will be the responsibility of the academic department to submit to the Office of the Registrar
- Titles may be submitted to our office via email at: [reghelp@etsu.edu](mailto:reghelp@etsu.edu)
- Course titles will display on Look Up Classes, Concise Student Schedule & the Academic Transcript

Questions or Concerns:  
Office of the Registrar-Registration  
[reghelp@etsu.edu](mailto:reghelp@etsu.edu)  
423-439-5584