



BACKGROUND

Annual updates to academic plan requirements, academic plan descriptions and learning outcomes, and four-year plan data displayed in Degree Search are submitted using the UA Curriculum Update process in UAccess Student. A call for curricular updates will be made through the Office of Curricular Affairs at the beginning of each Fall semester, typically in September, for the following catalog year. Those responsible for updating curriculum should submit all updates by the stated deadline, typically in late October or early November.

A submission should be entered for each undergraduate plan each year; this includes majors and subplans, minors, and undergraduate certificates. If no changes are necessary for a plan, a submission should be entered acknowledging that no updates are needed for the upcoming year.

[A video overview of this process is available online.](#)

USING THIS GUIDE

This guide is broken into several sections, each covering a different element of the annual curricular update submission process:

[Begin a New Submission](#)

[Enter ADVIP Updates](#)

[Enter Plan Description and Learning Outcome Updates](#)

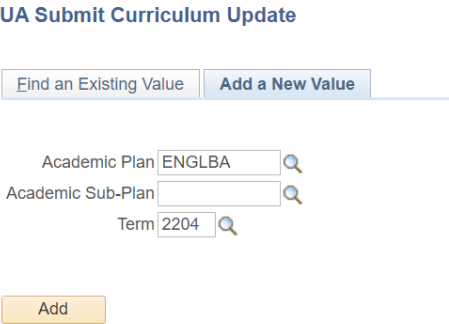
[Enter Degree Search 4-Year Plan Updates](#)

[Finalize Updates and Submit](#)

[Update and Resubmit Requests when Returned to Department](#)

[Review Updated ADVIP and Confirm Changes](#)

HOW TO: BEGIN A NEW SUBMISSION

Step 1	In UAccess Student, navigate to <i>Curriculum Management</i> → <i>UA Curriculum Management</i> → <i>UA Curriculum Update</i> → <i>Submit Curriculum Update</i> . Click Add a New Value to begin a new submission. To search for updates previously initiated, click Find an Existing Value and continue working as necessary.	
Step 2	Enter the plan code, subplan code (if any), and the current term, to pull current system data for the plan. This is the data that will be adjusted for the upcoming catalog year. Click Add . <i>Curricular Updates for the Fall 2025 catalog year are submitted during Fall 2024; thus, the 2244 term code is used to pull the most current curriculum data into the request form.</i>	



HOW TO: ENTER ADVIP UPDATES

Step 1	<p>On the tab labeled (1) <i>Curriculum Update</i>, view the Requirement Groups currently included in the Advisement Report.</p> <p><i>Undergraduate Graduation Requirements, Foundation Mathematics, Undergraduate General Education and Foundation Requirements, and Additional Coursework requirement groups will display as View Only.</i></p> <p><i>In the unlikely event that modifications to these requirements are necessary, contact Curricular Affairs at curricular_affairs@list.arizona.edu</i></p>	<p>(1) Curriculum Update (2) Descr & Learning Outcomes (3) Degree Search (4) Submit</p> <p>Submit Curriculum Update</p> <p>English BA Fall 2020</p> <p>Requirement Groups Find First 1 of 5 Last</p> <p>Undergraduate Graduation Requirements (RG511) [VIEW ONLY]</p> <p>All course work and requirements for this degree must be completed prior to the date the degree is awarded. The University of Arizona requirements to follow in this audit are required for graduation and awarding of the degree.</p> <p>Curriculum:</p> <ol style="list-style-type: none">1. The University of Arizona and the Arizona Board of Regents have sole discretion over all curricula changes.2. Courses, programs & requirements may be suspended, deleted, restricted, or changed in any manner, at any time.3. Students must remain currently informed about all policies & other info that bears on completing a degree. <p>Required Units:</p> <p>Additional units will be required to complete this degree if a student:</p> <p>A) is admitted to the UA with deficiencies:</p>
Step 2	<p>Use the arrow buttons to view each Requirement Group. Updates may be submitted for any requirement group that does not specify [VIEW ONLY] in the top right corner.</p>	<p>Fall 2020</p> <p>Find First 5 of 5 Last</p> <p>Edit Requirement Group</p> <p>Add New Line</p> <p>courses consult with your advisor.</p>
Step 3	<p>Use the links to the right of each requirement group element as needed to make adjustments:</p>	
Step 3a	<p>Use Edit Requirement Group to update the descriptive text for the full Requirement Group.</p> <p>View the current descriptive text in the <i>Report Long Description</i> field; use the <i>Comments</i> field to enter the text that should replace the current description. Click Ok when complete.</p> <p>If needed, click Discard Changes to remove comments previously entered that are no longer desired.</p> <p>A red bar indicating changes to the Requirement Group will appear on the main page.</p>	<p>BA in English (RG707) Edit Requirement Group Add New Line</p> <p>Bachelor of Arts in English</p> <p>Equivalent ENG courses may be available through UA South. For approved courses consult with your advisor.</p> <p>Update Curriculum Group</p> <p>Update Requirement Group</p> <p>Requirement Group Details</p> <p>Requirement Group 000707 BA in English (RG707)</p> <p>Report Long Description</p> <p>Bachelor of Arts in English</p> <p>Equivalent ENG courses may be available through UA South. For approved courses consult with your advisor.</p> <p>Comments</p> <p>Enter new Requirement Group descriptive text here.</p> <p>Ok Cancel Discard Changes</p> <p>English BA Fall 2020</p> <p>Requirement Groups Find First 5 of 5 Last</p> <p>Has Changes</p> <p>BA in English (RG707) Edit Requirement Group Add New Line</p> <p>Bachelor of Arts in English</p> <p>Equivalent ENG courses may be available through UA South. For approved courses consult with your advisor.</p>



Step 3b

Use **Add New Line** to create a new line in the Requirement Group.

Select the Requirement to which the new line should be added using the *Requirement* drop-down.
Select the location within the Requirement where the new line should be placed using the *New Line Nbr* drop-down.

Enter the **Minimum Units** or **Minimum Courses** required to satisfy the new line, along with the Minimum Grade Points per unit, if needed.

Note: *most lines require either a minimum number of units or a minimum number of courses. Listing both means that students will need to meet both criteria in order to satisfy the line; consider the number of units each course in the line is worth when deciding the parameters for the line.*

Use the *Hide display on advisement Report* checkbox to indicate a Hidden Line. These lines only display on a student's advisement report when the line has already been satisfied. These are seldom needed and are typically used to address exceptions commonly made for transfer students or other special circumstances.

Enter the **course(s)** that can be used to satisfy the line in the *New Course List* section.

Enter the desired title for the line in the *Report Long Description* field and add any additional comments in the *Comments* field.

Click **Ok**.

Click **Discard Changes** to remove changes previously entered that are no longer desired.

The new line will appear on the main page in the selected location and will display the new title and new course list specified.

BA in English (RG707)

Bachelor of Arts in English

[Edit Requirement Group](#)

[Add New Line](#)

Equivalent ENGV courses may be available through UA South. For approved courses consult with your advisor.

Add New Requirement Line

Requirement Group BA in English

*Requirement

*New Line Nbr

Requirement Line Parameters

New Minimum Units

☐ Hide display on advisement Report

New Minimum Courses

New Minimum Grade Points/Unit

Requirement Line Parameters

New Minimum Units

☒ Hide display on advisement Report

New Minimum Courses

New Minimum Grade Points/Unit

New Course List

Personalize Find First 1-3 of 3 Last							
* Subject	* Catalog Nbr	Course ID	Description	Status	Backdate?	Term	
1 ENGL	303	005988	Black Womanist Writers	Active	<input type="checkbox"/>		+ -
2 ENGL	351A	013624	Intro LGBTQC Texts	Active	<input type="checkbox"/>		+ -
3 ENGL	354	033297	Feminist Literary Theory	Active	<input type="checkbox"/>		+ -

Report Long Description

New Line Title

Comments

Has Changes

New Line After 5. Upper Division Shakespeare (R1041/L30)

[Edit Line](#)

New Line Title

Course	Description	Units	Status
ENGL 303	Black Womanist Writers	3.00	Active
ENGL 351A	Intro LGBTQC Texts	3.00	Active
ENGL 354	Feminist Literary Theory	3.00	Active



<p>Step 3c</p>	<p>Use Edit Requirement to update the descriptive text for a Requirement within the Requirement Group.</p> <p>View the current descriptive text in the <i>Report Long Description</i> field; use the <i>Comments</i> field to enter the text that should replace the current description. Click Ok when complete. Click Discard Changes to remove comments previously entered that are no longer desired.</p> <p>A red bar indicating changes to the Requirement will appear in the Requirement Group.</p>	<div><p>Requirements</p><div>English Major (R1041) English Major</div><div>Edit Requirement</div><p>Update Requirement</p><div><p>Requirement Line Details</p><div>Requirement Group000707BA in English (RG707)</div><div>Requirement000001041English Major (R1041)</div></div><p>Report Long Description</p><div>English Major</div></div> <div><p>Comments</p><div>New descriptive text here.</div></div> <div><p>Requirements</p><div>Has Changes</div><div>English Major (R1041) English Major</div><div>Edit Requirement</div></div>
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	<p>View the current descriptive text in the <i>Report Long Description</i> field; use the <i>Comments</i> field to enter the text that should replace the current description. Click Ok when complete.</p> <p>Click Discard Changes to remove comments previously entered that are no longer desired.</p> <p>A red bar indicating changes to the Line will appear on the main page. Courses to be removed will be highlighted in red and crossed out; courses to be added will be highlighted in green.</p>	<div>Report Long Description</div> <p>Complete 3 courses.</p> <div>Comments</div> <p>Updated text: Complete 2 courses.</p> <div>Has Changes</div> <p>2. Core (R1041/L10) Edit Line</p> <p>Complete 3 courses.</p> <table border="1"><thead><tr><th>Course</th><th>Description</th><th>Units</th><th>Status</th></tr></thead><tbody><tr><td>ENGL 280</td><td>Intro To Literature</td><td>3.00</td><td>Active</td></tr><tr><td>ENGL 416</td><td>Adv Literary Analysis</td><td>3.00</td><td>Active</td></tr><tr><td>ENGL 373A</td><td>Brit+Am-Lit:Beowulf-1600</td><td>3.00</td><td>Active</td></tr><tr><td>ENGL 373B</td><td>Brit+Am-Lit:Rest-19th-C</td><td>3.00</td><td>Active</td></tr><tr><td>ENGL 380</td><td>Literary Analysis</td><td>3.00</td><td>Active</td></tr></tbody></table>	Course	Description	Units	Status	ENGL 280	Intro To Literature	3.00	Active	ENGL 416	Adv Literary Analysis	3.00	Active	ENGL 373A	Brit+Am-Lit:Beowulf-1600	3.00	Active	ENGL 373B	Brit+Am-Lit:Rest-19th-C	3.00	Active	ENGL 380	Literary Analysis	3.00	Active
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Step 4	<p>Use the <i>Additional Updates</i> field for clarifications of the updates requested. If needed, additional documentation may be included using the <i>Field Attachments</i> section.</p> <p>Examples of files to attach:</p> <ul style="list-style-type: none">• PDF, Word, or Excel documents that may clarify updates being requested (these documents should be supplemental materials, and should not be used as the main method of communicating changes to be made).• Emails/letters of support from department head(s) for use of courses not owned by your department.	<div>Additional Updates</div> <p>Please use Additional Updates to provide comments or further updates you were unable to enter elsewhere.</p> <div>File Attachments Personalize 1 of 1</div> <table border="1"><thead><tr><th>Attached File</th><th>Description</th><th>View</th><th>Add</th></tr></thead><tbody><tr><td>1</td><td></td><td>View</td><td>Add</td></tr></tbody></table>	Attached File	Description	View	Add	1		View	Add																
Attached File	Description	View	Add																							
1		View	Add																							
Step 5	<p>Review all updates made on the (1) <i>Curriculum Update</i> tab (these may span more than one page, if updates were requested for multiple Requirement Groups). When satisfied that all necessary ADVIP updates have been captured, click Updates Entered. If no updates to the ADVIP are needed this year, click No Updates Needed. Click Save.</p> <p>Note: Saving the data from this tab does not submit your updates. Updates to the (1) <i>Curriculum Update</i>, (2) <i>Descr & Learning Outcomes</i>, and (3) <i>Degree Search</i> tabs must all be completed in order to submit.</p>	<div>Workflow</div> <p>When the updates for this tab have been entered, please be sure the Updates Entered has been selected below. If no changes are required, use No Updates Needed.</p> <p><input type="radio"/> Needs Review <input checked="" type="radio"/> Updates Entered <input type="radio"/> No Updates Needed</p>																								



HOW TO: ENTER PLAN DESCRIPTION & LEARNING OUTCOME UPDATES

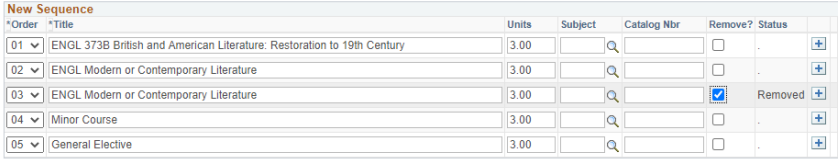

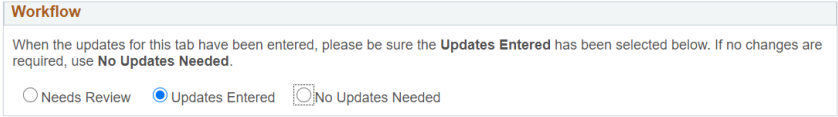
Step 1	On the tab labeled (2) <i>Descr & Learning Outcomes</i> , view the plan description and learning outcomes currently included in the Advisement Report.	
Step 2	Use the <i>Updated Description (Plan Prospectus)</i> field to request changes to the plan description. Include the full desired text of the description, as information entered here will replace the current description.	<p>Description (Plan Prospectus)</p> <p>The English Major provides students a broad-based, traditional liberal arts education in English literature, language, and culture through innovative and diverse approaches. The English Major fosters skills in critical analysis, independent thinking, creativity, original research, and writing. Students in the English major take 24 units of core courses in literary analysis, literary history, applied linguistics, Shakespeare, and focused research. In addition English majors also take 15 units of elective courses in a range of topics in the research specialties of our professors. English Majors are also prepared for careers after graduation through access to a large and growing internship program, a Professional and Technical Writing certificate program, special career development events, a study abroad program in London, and an application-required competitive English Honors program. Recent UA English majors have put their degree to use in a wide variety of careers, including: editing, digital marketing, publishing, politics, governmental service, environmental public policy, business management, development, teaching, marketing, law, medicine, technical writing, higher education administration, and many more.</p> <p>Updated Description (Plan Prospectus)</p> <div></div>
Step 3	Use the <i>Updated Learning Outcomes</i> field to request changes to the plan learning outcomes. Include the full desired text of the learning outcomes, as information entered here will replace the current learning outcomes.	<p>Learning Outcomes</p> <p>LEARNING OUTCOMES</p> <ul style="list-style-type: none">- English Language; Understanding of the development of the English language as used in works of literature- Foundational Texts; Knowledge of foundational texts of British and American literature- Historical and Cultural Range; Understanding of the historical and cultural range of literature written in English- Literary Research; Ability to conduct and use literary research, to the point of achieving: a compelling thesis, accurate and sufficient evidence presented in a scholarly manner, proper disciplinary and interdisciplinary research tools, and clear and appropriate writing for a research paper- Knowledge of foundational texts of British and American literature- Understanding of the historical and cultural range of literature written in English- Understanding of the development of the English language as used in works of literature- Understanding of strategies of textual interpretation appropriate to different literary genres- Ability to conduct and use literary research, to the point of achieving: "an overall thesis that pushes the argument beyond summary" * accurate and sufficient evidence presented in a scholarly manner * proper disciplinary and inter-disciplinary research tools * clear and appropriate writing for a research paper- Ability to write clearly and effectively- Textual Interpretation; Understanding of strategies of textual interpretation appropriate to different literary genres- Writing; Ability to write clearly and effectively <p>Updated Learning Outcomes</p> <div></div>
Step 4	Review all updates made on the (2) <i>Descr & Learning Outcomes</i> tab. When satisfied that all necessary updates have been captured, click Updates Entered . If no updates to the plan description or learning outcomes are needed this year, click No Updates Needed . Click Save . Note: Saving the data from this tab does not submit your updates. Updates to the (1) <i>Curriculum Update</i> , (2) <i>Descr & Learning Outcomes</i> , and (3) <i>Degree Search</i> tabs must all be completed in order to submit.	<p>Workflow</p> <p>When the updates for this tab have been entered, please be sure the Updates Entered has been selected below. If no changes are required, use No Updates Needed.</p> <p><input type="radio"/> Needs Review <input checked="" type="radio"/> Updates Entered <input type="radio"/> No Updates Needed</p>



HOW TO: ENTER DEGREE SEARCH 4-YEAR PLAN UPDATES

Step 1	On the tab labeled (3) <i>Degree Search</i> , view the current 4-year plan course sequence that displays in Degree Search. The current sequence appears on the left side of the page, labeled “Old Sequence”.	<div>1st Sem</div> <table><thead><tr><th colspan="2">Old Sequence</th></tr><tr><th>Title</th><th>Units</th></tr></thead><tbody><tr><td>1 ENGL 101 First Year Composition</td><td>3.00</td></tr><tr><td>2 First Semester Second Language</td><td>4.00</td></tr><tr><td>3 Tier I General Education</td><td>3.00</td></tr><tr><td>4 Tier I General Education</td><td>3.00</td></tr><tr><td>5 Tier I General Education</td><td>3.00</td></tr></tbody></table> <div>2nd Sem</div> <table><thead><tr><th colspan="2">Old Sequence</th></tr><tr><th>Title</th><th>Units</th></tr></thead><tbody><tr><td>1 ENGL 102 First Year Composition</td><td>3.00</td></tr><tr><td>2 Second Semester Second Language</td><td>4.00</td></tr><tr><td>3 Math</td><td>3.00</td></tr></tbody></table>	Old Sequence		Title	Units	1 ENGL 101 First Year Composition	3.00	2 First Semester Second Language	4.00	3 Tier I General Education	3.00	4 Tier I General Education	3.00	5 Tier I General Education	3.00	Old Sequence		Title	Units	1 ENGL 102 First Year Composition	3.00	2 Second Semester Second Language	4.00	3 Math	3.00																									
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Step 2	Update the course sequence information using the fields on the right side of the page, labeled “New Sequence”. Any updates made on this tab should accurately reflect the course requirements as updated on the (1) <i>Curriculum Update</i> tab.	<table><thead><tr><th colspan="7">New Sequence</th></tr><tr><th>*Order</th><th>*Title</th><th>Units</th><th>Subject</th><th>Catalog Nbr</th><th>Remove?</th><th>Status</th></tr></thead><tbody><tr><td>01</td><td>ENGL 101 First Year Composition</td><td>3.00</td><td></td><td></td><td><input type="checkbox"/></td><td><input type="button" value="+"/></td></tr><tr><td>02</td><td>First Semester Second Language</td><td>4.00</td><td></td><td></td><td><input type="checkbox"/></td><td><input type="button" value="+"/></td></tr><tr><td>03</td><td>Tier I General Education</td><td>3.00</td><td></td><td></td><td><input type="checkbox"/></td><td><input type="button" value="+"/></td></tr><tr><td>04</td><td>Tier I General Education</td><td>3.00</td><td></td><td></td><td><input type="checkbox"/></td><td><input type="button" value="+"/></td></tr><tr><td>05</td><td>Tier I General Education</td><td>3.00</td><td></td><td></td><td><input type="checkbox"/></td><td><input type="button" value="+"/></td></tr></tbody></table>	New Sequence							*Order	*Title	Units	Subject	Catalog Nbr	Remove?	Status	01	ENGL 101 First Year Composition	3.00			<input type="checkbox"/>	<input type="button" value="+"/>	02	First Semester Second Language	4.00			<input type="checkbox"/>	<input type="button" value="+"/>	03	Tier I General Education	3.00			<input type="checkbox"/>	<input type="button" value="+"/>	04	Tier I General Education	3.00			<input type="checkbox"/>	<input type="button" value="+"/>	05	Tier I General Education	3.00			<input type="checkbox"/>	<input type="button" value="+"/>
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Step 2a	Rearrange the order of lines within a semester using the <i>Order</i> field. Ensure that each line has a distinct <i>Order</i> number.	<table><thead><tr><th colspan="2">New Sequence</th></tr><tr><th>*Order</th><th>*Title</th></tr></thead><tbody><tr><td>01</td><td>ENGL 101 First Year Composition</td></tr><tr><td>03</td><td>First Semester Second Language</td></tr><tr><td>02</td><td>Tier I General Education</td></tr><tr><td>04</td><td>Tier I General Education</td></tr><tr><td>05</td><td>Tier I General Education</td></tr></tbody></table>	New Sequence		*Order	*Title	01	ENGL 101 First Year Composition	03	First Semester Second Language	02	Tier I General Education	04	Tier I General Education	05	Tier I General Education																																			
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Step 2b	Update the titles for existing lines using the <i>Title</i> field.	<table><thead><tr><th colspan="2">New Sequence</th></tr><tr><th>*Order</th><th>*Title</th></tr></thead><tbody><tr><td>01</td><td>ENGL 380 Literary Analysis</td></tr><tr><td>02</td><td>ENGL 373A British and American Literature: Beowulf to 1610</td></tr><tr><td>03</td><td>Updated line title here</td></tr><tr><td>04</td><td>Minor Course</td></tr><tr><td>05</td><td>Minor Course</td></tr></tbody></table>	New Sequence		*Order	*Title	01	ENGL 380 Literary Analysis	02	ENGL 373A British and American Literature: Beowulf to 1610	03	Updated line title here	04	Minor Course	05	Minor Course																																			
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Step 2c	Update the units for existing lines using the <i>Units</i> field.	<table><thead><tr><th>Units</th></tr></thead><tbody><tr><td>3.00</td></tr><tr><td>4.00</td></tr><tr><td>3.00</td></tr><tr><td>3.00</td></tr><tr><td>3.00</td></tr></tbody></table>	Units	3.00	4.00	3.00	3.00	3.00																																											
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Step 2d	Remove existing lines from a semester using the <i>Remove</i> checkbox.	
Step 2e	<p>Add new lines to a semester using the + button. When adding a new line, ensure that the <i>Order</i>, <i>Title</i>, and <i>Units</i> fields are filled out appropriately.</p> <p>If the new line represents a single required course, indicate the course using the <i>Subject</i> and <i>Catalog Nbr</i> fields in addition to the <i>Title</i> field. If the new line represents a requirement with more than one course option, leave the <i>Subject</i> and <i>Catalog Nbr</i> fields blank.</p>	
Step 3	<p>Review all updates made on the (3) <i>Degree Search</i> tab. When satisfied that all necessary updates have been captured, click Updates Entered. If no updates to the 4-year plan are needed this year, click No Updates Needed. Click Save.</p> <p>Note: Saving the data from this tab does not submit your updates. Updates to the (1) <i>Curriculum Update</i>, (2) <i>Descr & Learning Outcomes</i>, and (3) <i>Degree Search</i> tabs must all be completed in order to submit.</p>	



HOW TO: FINALIZE UPDATES AND SUBMIT

Step 1	<p>On the tab labeled <i>(4) Submit</i>, view the status of each of the three previous submission tabs.</p> <p>Sections with a status of <i>Updates Entered</i> or <i>No Updates Needed</i> are ready to submit.</p>	<div><div>(1) Curriculum Update(2) Descr & Learning Outcomes(3) Degree Search(4) Submit</div><div>Submit Changes</div><div><div>(1) Curriculum UpdateUpdates Entered</div><div>(2) Descr & Learning OutcomesNeeds Review</div><div>(3) Degree SearchNo Updates Needed</div></div><p>Note: It is not possible to submit if one or more sections displays a status of Needs Review; return to the associated tab to ensure all necessary updates have been captured. Click Updates Entered or No Updates Needed as appropriate, and return to the tab labeled <i>(4) Submit</i>.</p></div>
Step 2	<p>Once the status of each of the submission tabs displays as either <i>Updates Entered</i> or <i>No Updates Needed</i>, one of the <i>Submit</i> buttons will become available.</p> <p>Click Submit in order to submit updates when changes have been made to at least one of the three tabs.</p> <p>Click Submit No Updates to indicate that no changes need to be made to any of the three tabs this year.</p>	<div><div>(1) Curriculum Update(2) Descr & Learning Outcomes(3) Degree Search(4) Submit</div><div>Submit Changes</div><div><div>(1) Curriculum UpdateUpdates Entered</div><div>(2) Descr & Learning OutcomesUpdates Entered</div><div>(3) Degree SearchNo Updates Needed</div></div><p>Each tab (Curriculum Update, Descr & Learning Outcomes, and Degree Search) requires a value of either Updates Entered or No Updates Needed. If any of the tabs have a value of Needs Review, please go back to the respective tab and select Updates Entered or No Updates Needed at the bottom of the page.</p><p>Once each tab has been reviewed, please use the Submit button to send these forms to the Curricular Affairs Office for processing. If no changes are required for ANY of the tabs use the Submit No Updates button. It is a requirement that even when no changes are required a form must still be submitted.</p><p>Note that after submitting, no further changes can be made unless the form is sent back to you for clarification. If this happens, approval will be required again.</p><div><div>Submit</div><div>Submit No Updates</div><div>Discard All Updates</div></div><div><div>(1) Curriculum Update(2) Descr & Learning Outcomes(3) Degree Search(4) Submit</div><div>Submit Changes</div><div><div>(1) Curriculum UpdateNo Updates Needed</div><div>(2) Descr & Learning OutcomesNo Updates Needed</div><div>(3) Degree SearchNo Updates Needed</div></div><p>Each tab (Curriculum Update, Descr & Learning Outcomes, and Degree Search) requires a value of either Updates Entered or No Updates Needed. If any of the tabs have a value of Needs Review, please go back to the respective tab and select Updates Entered or No Updates Needed at the bottom of the page.</p><p>Once each tab has been reviewed, please use the Submit button to send these forms to the Curricular Affairs Office for processing. If no changes are required for ANY of the tabs use the Submit No Updates button. It is a requirement that even when no changes are required a form must still be submitted.</p><p>Note that after submitting, no further changes can be made unless the form is sent back to you for clarification. If this happens, approval will be required again.</p><div><div>Submit</div><div>Submit No Updates</div><div>Discard All Updates</div></div></div></div>
Step 3	<p>Click Ok to confirm the submission. If needed, click Cancel to halt submission.</p>	<div><div>Message</div><div>Submit For Approval (30014,56)</div><p>If you agree to submit this change request for approval, it will be passed to Curricular Affairs for further processing. You will not be able to make any changes. The form will no longer appear in this page.</p><p>Click OK to submit this form.</p><div><div>OK</div><div>Cancel</div></div></div>



HOW TO: UPDATE AND RESUBMIT REQUESTS WHEN RETURNED TO DEPARTMENT

Step 1	<p>After submission, all updates are reviewed for approval by the Office of Curricular Affairs.</p> <p>When one or more elements of the update cannot be completed as listed, the update submission may be returned with questions or other feedback. An automatic notification is sent to the submitter indicating that additional detail and resubmission is needed. Follow the link in the notification email and search for the submission on the resulting page, or navigate to <i>Curriculum Management</i> → <i>UA Curriculum Management</i> → <i>UA Curriculum Update</i> → <i>Submit Curriculum Update</i> and search for the submission using the term and plan code.</p>	<p>Your previously submitted form for the following academic plan has been returned to you for additional detail and resubmitting.</p> <p>College of Soc & Behav Sci, English</p> <p>The form can be updated by searching with the Submit Curriculum Update page, or by following this link:</p> <p>https://sa-stg.mosaic.arizona.edu/psp/uazsastg/EMPLOYEE/SA/c/UA_SA_AA045.UA_CURIM_FRM.GBL?ACAD_PLAN=ENGLBA&AC/</p> <p>This is an automated notification. Please forward any problems/questions to degreegmtupdates@list.arizona.edu.</p>						
Step 2	<p>Review the comments made during the approval process on the (4) <i>Submit</i> tab.</p>	<div><div>(1) Curriculum Update(2) Descr & Learning Outcomes(3) Degree Search(4) Submit</div><h3>Submit Changes</h3><table><tr><td>(1) Curriculum Update</td><td>No Updates Needed</td></tr><tr><td>(2) Descr & Learning Outcomes</td><td>No Updates Needed</td></tr><tr><td>(3) Degree Search</td><td>No Updates Needed</td></tr></table><p>Each tab (Curriculum Update, Descr & Learning Outcomes, and Degree Search) requires a value of either Updates Entered or No Updates Needed. If any of the tabs have a value of Needs Review, please go back to the respective tab and select Updates Entered or No Updates Needed at the bottom of the page.</p><p>Once each tab has been reviewed, please use the Submit button to send these forms to the Curricular Affairs Office for processing. If no changes are required for ANY of the tabs use the Submit No Updates button. It is a requirement that even when no changes are required a form must still be submitted.</p><p>Note that after submitting, no further changes can be made unless the form is sent back to you for clarification. If this happens, approval will be required again.</p><div><div>Submit</div><div>Submit No Updates</div><div>Discard All Updates</div></div><p>Justification / Actions</p><p>[Returned to Requestor 09/17/2020 Abigail H Sorg]</p><div><div>[Review Comment 09/17/2020 Abigail H Sorg] Questions for clarification listed here.</div><div><div>Save</div><div>Return to Search</div></div><div><div>Add</div><div>Update/Display</div></div></div></div>	(1) Curriculum Update	No Updates Needed	(2) Descr & Learning Outcomes	No Updates Needed	(3) Degree Search	No Updates Needed
(1) Curriculum Update	No Updates Needed							
(2) Descr & Learning Outcomes	No Updates Needed							
(3) Degree Search	No Updates Needed							
Step 3	<p>Update the submission according to the specific concerns listed in the comments. Follow the same steps listed above in the sections for:</p> <p>Enter ADVIP Updates</p> <p>Enter Plan Description and Learning Outcome Updates</p> <p>Enter Degree Search 4-Year Plan Updates</p>							
Step 4	<p>Once satisfied with updates, follow the steps listed above in How to: Finalize Updates and Submit.</p> <p>The resubmitted updates will be returned to Curricular Affairs for review.</p>							



HOW TO: REVIEW UPDATED ADVIP AND CONFIRM CHANGES

Step 1

After submission, all updates are reviewed for approval by Curricular Affairs. Once approved, updates are entered into the ADVIP, Plan Table, and Degree Search tables. An automatic notification is sent to the submitter indicating that the updated ADVIP is ready for review. Follow the link in the notification email and search for the submission on the resulting page, or navigate to *Curriculum Management* → *UA Curriculum Management* → *UA Curriculum Update* → *Stats & Search*. Search for the submission using the term code; search results can be narrowed further if needed using the filters provided. Click **View** to review the submission and any comments added during the approval process.

Curriculum Update Statistics

Filter

Term Fall 2020 Approval Status

Career Date Created to

Program Date Submitted to

Plan Submitted By

Sub-Plan

Plan Type

Refresh

Curriculum Update Summary

Total Plans: 540
Total Update Forms Received: 1
Plans Marked Complete: 0
Plans SA Team Notified: 1
Plans All Approved: 0
Plans All Denied: 0
Plans Returned to Requestor: 0
Plans In-Progress: 0
Plans Pending Submit: 0
Plans With No Updates: 0
Plans Department Review: 1
Plans With Add'l Requests: 0

The above presents a summary of curriculum update forms in the system, that match the filter conditions above. Totals plans are made up of the major plans, minor plans, and sub-plans available for selection. Total received does not include unsubmitted forms. Plans completed, approved, denied and in-progress (partially approved/denied) are in various distinct states of approval. Plans returned have been submitted and are now awaiting re-submitting with adjustments. Plans where the SA Team has been notified are approved, and are now being implemented. Plans with no updates are auto-approved but will be reviewed before marking complete.

Curriculum Update Requests

Term	Career	Program	Plan	Sub-Plan	Approval Status	Request Date	Submit Date	Submitted By	View	View Updated ADVIP
1 2204	UGRD	UMDTC	PSIOMMINU		Dept Revw	09/13/2020	09/13/2020	Kristin E Eaton	View	View Updated ADVIP

Step 2

Review the comments made during the approval process on the *Plan Extras* tab. If needed, review comments and approval status of individual update requests on the preceding tabs.

Group/Req/Line Edit New Lines Descr & Learning Outcomes Degree Search **Plan Extras** College

Curriculum Update

Academic Plan EASBA East Asian Studies Request Date 09/09/2020
Academic Sub-Plan EACS East Asian Cultural Studies Submit Date 09/09/2020
Term 2204 Fall 2020 Submit By Kristin E Eaton

Department Comments

Comments

Previous Comments / Actions

[Descr and Learning Outcomes Approved 09/09/2020 Kristin E Eaton]

[Descr and Learning Outcomes Approved 09/09/2020 Kristin E Eaton]

[Degree Search Approved 09/09/2020 Kristin E Eaton]

[All Approved 09/09/2020 Kristin E Eaton]

Approval

All Approved Deny All Return To Requestor Notify SA Team Dept. Review Needed

Step 3

Click **View Updated ADVIP** to review the advisement report as it will appear after changes are finalized.

If the updated advip does not display as expected, use the *Comments* field to indicate the necessary changes, then click **Submit Additional Requests**. *Additional Requests are **only** for corrections if we made an error completing your original request, **not** an opportunity to make further changes.

Department Actions

Please review the updated Advisement Report (ADVIP) by clicking **View Updated ADVIP**.

If you approve of the changes made click **Mark as Complete**.

If you have additional changes that need to be made, provide details in the required Comments box above. Include attachments, if needed. Then, click **Submit Additional Requests**.

[View Updated ADVIP](#) [Mark As Complete](#) [Submit Additional Requests](#)

Department Comments

Comments

Enter details of necessary changes to updated [ADVIP](#) here.



	<p>A new notification will be sent when the additional requests have been integrated into the updated ADVIP.</p>	<div><p>Department Actions</p><p>Please review the updated Advisement Report (ADVIP) by clicking View Updated ADVIP .</p><p>If you approve of the changes made click Mark as Complete .</p><p>If you have additional changes that need to be made, provide details in the required Comments box above. Include attachments, if needed. Then, click Submit Additional Requests.</p><div>View Updated ADVIP Mark As Complete Submit Additional Requests</div></div>
Step 4	<p>Once satisfied with updates, click Mark as Complete to confirm department approval of the updated advisement report.</p> <p>Once department approval is confirmed, the ADVIP is ready to be published for the upcoming catalog year.</p>	<div><p>Department Actions</p><p>Please review the updated Advisement Report (ADVIP) by clicking View Updated ADVIP .</p><p>If you approve of the changes made click Mark as Complete .</p><p>If you have additional changes that need to be made, provide details in the required Comments box above. Include attachments, if needed. Then, click Submit Additional Requests.</p><div>View Updated ADVIP Mark As Complete Submit Additional Requests</div></div>
End of Process	<h2>Congratulations!</h2>	