# Academic Program Workflow

Initiator/Submitter User-Guide

#### Navigation to start a new form/proposal

#### Procedure

From your UAccess Home Screen: UAccess landing page <u>http://www.uaccess.arizona.edu</u> > under the *Student* box, click *Administrative Staff* 



Employee-facing registry content - Internet Explorer		_ 8 ×
🌀 🕒 🖛 🕼 https://sia-stg.mossic.arizona.edu/pop/ussisatig/EF 🖉 🚰 🏠 🔧 💋 Employee-facing registry con 🗙 📃		
x 🔄 Snapt 🧱 💾		
× Google • 💥 Share More >>		Sign In 🔌 🔸
UAccess + Student	<b>^</b>	∎ Ø
	Personalize Content   Layout	? Help
Instance Info		
This Content is used by the UA Instance Info pagelet  SASTG was last refreshed at 09/18/2017 02:30:08 PM The current bundle #46  Offer Safeta Datalia     Offer Safeta Datalia     DB Sversk at 40-12 model attoches     DP Sversk attoches     DP S		
Pttps://sa-stg.mosaix.artiona.edu/psc/uazsastg.newwih/EMPLOYEE/#MMS/C/NLIL_FRAMEWORK.PTNLIL_MAVBAR.GBL		
Arstant 🐰 🛛 🧮 📀 🧔 💶	<b>.</b>	1:00 PM 11/17/2017

Step	Action
1.	Click the compass graphic, top right of blue bar.

Employee-facing registry content - Internet Explorer		_ <u>_</u> X
C C C K K K K K K K K K K K K K K K K K	🕙 🏔 😝 💋 Employee-Facing registry con 🛪 📃	A ★ 0
× 🔄 Snagt 🧮 🖽		
× Google	▼ Search ▼ Search ▼ More ≫	Sign In 🔌 •
UAccess Student		<b>♠</b> ≡ Ø
		Personalize Content   Layou
Instance Info	0 07	
This Content is used by the UA     Instance Info pagelet		Recent Places
SASIG Vasi asir formande at very razzul 10 22-3002 The current bundle is CS 50. Bundle #46 Other Salient Details PT Version 18.55.15 DB Server uzz-dv-n12.mosaic, arizona.edu DB Version 11.20.30	rn.	My Favorites
DB Started 09/18/2017 02:35:36 PM App Server uaz-se-a07.mosaic.arizona.edu IP 10:140.5:28 User Details CODUD ERINKOBINS		Navigator
Erin Dau Robbins Employee ID 00933968 Erin Robbins		
		Fluid Home
🍂 🖉 😭 🖉 🚛		■ ■ 🗄 🗋 O 🔹 🗁 🗑 ()) 1:00 PM

Step	Action
2.	Click the Navigator graphic.
	Navigator

Step	Action	
3.	From the menu, navigate to Curriculum Management.	
	Curriculum Management	
4.	Navigate to UA Curriculum Management	
	UA Curriculum Management >	
5.	Navigate to UA Plan Management	
	UA Plan Management	

Step	Action
6.	Click the UA Add Acad Plan (Academic) menu.
	UA Add Acad Plan (Academic)

C Academic Wor	, UA Add Acad Plan (Academic) 🗌 😭 🗮	۲
UA Add Acad Plan	emic) and cirk Search Leave Relish Monk for a list of all values.	w Window
Find an Existing Value	dd a New Value	
Search Criteria  Transaction Number: College:		
Department: Description: Approver Status:	sum • •	
Submitted Update Oprid:	subh *	
Search Clear	Search III <sup>®</sup> Save Search Criteria	
Find an Existing Value   /	ien Yalue	

Creating a new transaction:

Step	Action
7.	Click the Add a New Value tab.
	UA Add Acad Plan (Academic) Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value     Add a New Value       Search Criteria
	Transaction Number:     begins with ▼       College:     begins with ▼
	Department:     begins with ▼       Description:     begins with ▼       Approver Status:     =
	Submitted Update Oprid: begins with  Case Sensitive
	Search Clear Basic Search 🖾 Save Search Criteria
	Find an Existing Value   Add a New Value
	A blank form will appear.

EUA Add Acad Plan (Academic) - Internet Explorer	- 6 ×
💽 🕞 🔻 🎯 https://sa-stg.mosaic.arizona.edu/psp/uazsastg/EF 🔎 📲 🐓 💋 UA Add Acad Plan (Academic) 🛛 🛛	
x 🛄 Snagt 🧮 📷	
× Google Search • §	🖥 Share More 🍽 Sign In 🔦 •
C Home UA Add Ad	ad Plan (Academic) 🏫 🚍 📀
General Details Additional Info Program Comparisons Faculty & Resources	New Window   Help   Personalize Page   🔤 🖍
Trans No NEW Status	
*Proposed Name	
*Plan Type	
Degree Offered	
Anticipated 1st Admission Term	
Letter(s) of Support	
Provide letters of support from:	
1. Departments with same/similar target audience and/or curriculum	
<ol> <li>Home departments housing courses required for the proposed curriculum outside your department. Letters of support must have department head signature and specify that the home department has regular offerings and seats available.</li> </ol>	
(30013, 248)	
Letter(s) of Support	
Comments	
Errors	
Comment Save Comments	~
Arstart 🛛 🛃 😰 🧝 🧔 🖉 🕎	■ ■ E O * P = O 11/17/2017

# **General Tab Inputs**

Step	Action
8.	Enter the desired information into the <b>Proposed Name</b> field. For example "Finance".
	Proposed Name

UA Add Acad Plan (Academic) - Internet Explorer			_ <u>-</u> <del>-</del> - <del>-</del> - <del>-</del> - <del>-</del> - <del>-</del>
🔄 😔 🗢 🌠 https://sa-stg.mosaic.arizona.edu/psp/uazs	astol EF 🔎 🖬 😝 🎯 UA Add Acad Plan (Academic) 🛛 🛛		
x 🕞 Snagt 🧮 🛃			
× Google	👻 🔧 Search 🔹 💈	Share More >>	Sign In 🔌 •
Kome	UA Add Ac	ad Plan (Academic)	<b>∧</b> ≡ Ø
			New Window   Help   Personalize Page   🗐
General Details Additional Info Program Comp	tarisons Faculty & Resources		,
Trans No NEW	Status		
*Proposed Name New UGRD cert	x		
*Plan Type	1		
Academic Career	1		
Degree Offered	×		
Anticipated 1st Admission Term			
Letter(s) of Support			
Provide letters of support from:			
1 Denartments with same/similar tarnet audienc	e and/or curriculum		
<ol> <li>Home departments housing courses required Letters of support must have department head offerings and seats available.</li> </ol>	for the proposed curriculum outside your department. s signature and specify that the home department has regular		
(30013, 248)			
Letter(s) of Support			
	Add View =		
Commente			
User ID Comment DateTime Co	omment		
1			
Errors			
1			
Comment	Save Comments		
🏽 🛃 🛃 🚞 🧔			▲ ····································

Step	Action
9.	Click the <b>Plan Type</b> drop down list.
	Choose one of the following options: 1. Major 2. Minor 3. Specialization (= Certificate)
	Plan Type

UA Add Acad Plan (Academic) - Internet E	xplorer	_ [6] >
🕒 💿 🗢 🎑 https://sa-stg.mosaic.arizona.ed	fu/psp/uazsastq/EF 🔎 🚹 🐓 💋 UA Add Acad Plan (Academic) 🛛 🛛 🖉	
c 🔙 Snagit 🧮 📷		
< Google	👻 🐫 Search 👻 🤱	🖁 Share More 🍽 Sign In 🔧
Kome	UA Add Ac	ad Plan (Academic) 🛛 🖌 🚔 🧭
		New Window   Help   Personalize Page   🗐
General Details Additional Info Prog	gram Comparisons Faculty & Resources	
Trans No NEW	Status	
Proposed Name New UGRD cert		
*Plan Type		
Academic Career Graduate Exchange		
Degree Offered Major (Secondary)	×	
Anticipated 1st A Minor Preparation		
Letter(s) of Sup Specialization		
Provide letters of support from:		
1. Departments with same/similar targ	et audience and/or curriculum	
<ol> <li>Home departments housing courses Letters of support must have depart offerings and seats available.</li> </ol>	s required for the proposed curriculum outside your department, tment head signature and specify that the home department has regular	
(30013, 248)		
Letter(s) of Support		
	Add View	
Comments		
User ID Comment DateTi	ime Comment	
1		
Errors		
1		
Comment	Save Comments	
"Start 🐰 🕢 🚞 📀		■ ■ H I O + 100 PM

Step	Action
10.	For example: Click the Specialization list item.
	Specialization
	Note: A Major and Minor can be created at the same time with the appropriate dropdown choices.
	<ul> <li>Example: Major &gt; Undergraduate or Graduate &gt; Bachelor of Science or Masters of Science</li> <li>The "Do you want to offer a minor?" drop down becomes available.</li> <li>Select "Yes" → On the Additional Information Tab a frame for the applicable document will need to be uploaded.</li> </ul>

💽 🗢 🌠 https://sa-stg.mosaic.arizona.edu/psp/uazsastg/EF	🔎 🖬 🔄 🥔 UA Add Acad Plan (Academic) 🛛 🛛 🔛	
🔄 Snagt 🗮 📷		
Google	💌 🎝 Search 👻 🌃 Share 🛛 More ≫	Sign In
Home	UA Add Acad Plan (Academic)	<b>☆</b> ≡
meral Details Additional Info Program Comparisons	Faculty & Resources	New Window   Help   Personalize Page
Trans No NEW	Status	
posed Name New UGRD cert		
*Plan Type Specialization		
demic Career		
gree Offered	V	
ticipated 1st Admission Term		
tter(s) of Support		
Provide letters of support from:		
1. Departments with same/similar target audience and/o	r curriculum	
<ol> <li>Home departments housing courses required for the L Letters of support must have department head signation offerings and seats available.</li> </ol>	proposed curriculum outside your department. ure and specify that the home department has regular	
(30013, 248)		
tter(s) of Support		
	Add View	
mments		
User ID Comment DateTime Comment		
ors		
imment	Saue Commente	
Annual Contraction of the Contra	Save Commence	

Step	Action
11.	Click the Academic Career list. Select the appropriate option.
	Academic Career

OUA Add Acad Plan (Academic) - Internet Explorer			_  8
O S A Martin Martin State S	💌 🔒 🏤 🥥 UA Add Acad Plan (Academic) 🛛 🔛		
× 🛄 Snagt 🧱 🖽			
× Google	💌 🚰 Search 🔹 🏭 Shar	re More »	Sign In 🔧
< Home	UA Add Acad F	Plan (Academic)	♠ ≡ @
			New Window   Help   Personalize Page   🔤
General Details Additional Info Program Comparisons	Faculty & Resources		
Trans No NEW	Status		
*Proposed Name New UGRD cert			
*Plan Type Specialization			
Academic Career Correspondence	<b>_</b>		
Anticipated 1st A			
Medical School Pharmacy			
Undergraduate			
Provide letters of support from:			
<ol> <li>Departments with same/similar target audience and/or cu</li> </ol>	riculum		
<ol> <li>Home departments housing courses required for the prop Letters of support must have department head signature i offerings and seats available.</li> </ol>	osed curriculum outside your department. and specify that the home department has regular		
(30013, 248)			
Letter(s) of Support			
	Add View		
Comments			
User ID Comment DateTime Comment			
1			
Errors			
1			
Comment	Save Comments		
Arstart 🛛 🛃 🔁 🚞 💽 🥖 🚺			■ ■ O * P = () 1:00 PM

Step	Action
12.	For example: Click the Undergraduate list item.
	Undergraduate

🛃 UA Add Acad Plan (Academic) - Internet Explorer			_ <i>8</i> ×
🚱 🕤 🔻 🌈 https://sa-stg.mosaic.arizona.edu/psp/u	iazsastoji Eh 🔎 📕 😝 💋 UA Add Acad Plan (Academic) 🛛 🛛 📗		
🗙 🔛 Snagit 🧮 💇			
× Google	👻 🔧 Search 🐖 🔀	Share More >>	Sign In 🔌 •
C Home	UA Add Ac	ad Plan (Academic)	♠ ≡ ⊘
			New Window   Help   Personalize Page   🔤 🕺
General Details Additional Info Program Co	imparisons Faculty & Resources		
Trans No NEW	Status		
*Proposed Name New UGRD cert			
*Plan Type Specialization			
Academic Career Undergraduate			
Degree Offered	■		
Anticipated 1st Admission Term			
Letter(s) of Support			
Provide letters of support from:			
1. Departments with same/similar target audie	ence and/or curriculum		
<ol> <li>Home departments housing courses require Letters of support must have department ho offerings and seats available.</li> </ol>	ed for the proposed curriculum outside your department. ead signature and specify that the home department has regular		
(30013, 248)			
Letter(s) of Support			
	Add View =		
Comments			
User ID Comment DateTime	Comment		
1			
Errors			
1			
Comment	Save Comments		~
🍂 👔 🎇 🖉	🤶 💽 .		■ ■ 🗄 🗋 O 🔹 🍽 🛞 💷 🛤

Step	Action
13.	Click the <b>Degree Offered</b> list.
	Select the appropriate option available. The drop down options are limited to the Academic Career selection.
	Degree Offered

Step	Action
14.	In this example: Click the <b>Other</b> list item.
	Other
	If selected, an additional input cell will become visible, enter the new Degree in this cell. Appropriate tables will be updated to add the new degree.
	NOTE: Only select "Other" if the degree to be offered is not listed in the drop down options.

Verified Test (In-top more anone address) (Anonempt) P a 4 4 2 add Adord Heis (Academic) X      Verified Test (Academic)      Verified Test (Academic)	n d
© sour de la car Georgie Stando - Sendo - Sendo - Sendo - Marco > Home UA Add Acad Plan (Academic) ester benin Marco = State	Sign In
Google         Search         Search         Search         Mar 20           Home         UA Add Acad Plan (Academic)           exercit         Details         Additional Info         Pogram Comparisons         Faculty & Resources           Trans Ao         HOT         Status         Status         Status	Sign In
Home UA Add Acad Plan (Academic)	
Konit     On Aud Aud Plan (Academic)      see      Trans & Additional Info     Program Comparitors     Faculty & Resources      Trans & Repr     Status	<u>~ ~</u>
eeraal Detable Additional Mrb. Program Companions Faculty & Resources Transmis No. NEW Status Status	
Trans No NEW Status	New Window   Help   Personalize Page
Trans No NEW Status	
New UGBD cert	
opolici name	
*Plan Type Specialization	
ademic Career Undergraduate	
egree Offered Other	
inticipated 1st Admission Term	
.etter(s) of Support	
Provide letters of support from:	
1. Desartments with same/similar target audience and/or curriculum	
Loope dependences begins a surger control of the processed surgery dependence	
<ol> <li>India organization of support must have department lead signature and specify that the home department has regular.</li> </ol>	
omenings and seats available.	
(30013,248) mitcela (d. Support	
add Vew	
omments	
User ID Comment DateTime Comment	
1	
nois	
xant 🛃 🗾 🥘 🥝 😾	■

Step	Action
15.	Click in the Anticpated 1 <sup>st</sup> Admission Term field.
	Anticipated 1st Admission Term
16.	For example: Enter "2184" for a Fall 2018 first term. NOTE: This is a four digit numeric entry. Use the Magnify Glass to select the term and year.

🚝 UA Add Acad Plan (Academic) - Internet Explo	rer			_ 8 ×
💽 🕞 🗢 🌠 https://sa-stg.mosaic.arizona.edu/ps	pJuaesasto,/Ef: 🔎 💌 🔒 ++ 🔏 UA Add Acad Plan (Academic) 🛛 🛛			♠ ☆ ∅
× Snagt 📕 🖻				
× Google	💌 🔧 Search 🕶 💈	Share More >>	:	Sign In 🔌
C General	UA Add Ac	ad Plan (Academic)	A =	<b>Ø</b>
			New Window   Help   Personalize P	>age   📰
General Details Additional Info Program	Comparisons Faculty & Resources			- 1
Trans No NEW	Status			
*Proposed Name New UGRD cert				
*Plan Type Specialization				
Academic Career Undergraduate	×			
Degree Offered Other	V			
1681				
Anticipated 1st Admission Term 2184 Q F	all 2018			
Letter(s) of Support				
Provide letters of support from:				
1. Departments with same/similar target au	udience and/or curriculum			
<ol> <li>Home departments housing courses req Letters of support must have departmen offerings and seats available.</li> </ol>	quired for the proposed curriculum outside your department. It head signature and specify that the home department has regular			
(20042-249)				
Letter(s) of Support				
	Add View =			
Comments	Comment			
1				
From				
1				
🍂 🛃 👔 🚺	🤗 💽		I I I I I I I I I I I I I I I I I I I	1:01 PM 1/17/2017

Step	Action
17.	Required Documentation: Letter(s) of Support.
	(30013, 248) Letter(s) of Support Add View

Step	Action	
18.	Click the Add button. Browse to the location to upload the Letter of Support document.	
	Click the + icon to upload any additional letters. (30013, 248) Letter(s) of Support	

## **Details Tab Inputs**

Step	Action
19.	Click the <b>Details</b> tab.
	Details

E UA Add Acad Plan (Academic) - Internet Explorer		_  #  ×
😋 🕞 🗢 🦉 https://sa-stg.mosaic.arizona.edu/psp/uazsastg/El· 🔎 📩 🏄 🥔 UA Add Ac	ad Plan (Academic) ×	
x 🛄 Snagt 🧱 📺		
× Google	Search      Wig Share More	Sign In 🔌 •
< General	UA Add Acad Plan (Academic)	
		New Window   Help   Personalize Page   🔤 🔒
General Details Additional Info Program Comparisons Faculty & Resources		
Proposed Name New UGRD cert Plan Type Specialization		
Degree Offered Other Academic Career Undergradua	le .	
Basic Program Details		
Colleges		
Department Look up (Ak+5) Personalize   Find   2   1 Find 1 1 1	of 1 ® Last	
*Department Description Host Dept		
1		
Campus		
	+	
Personalize Find W First W 1 of     Procession Code Description	Last	
1Q	•	
Note		
The signature of approval from Academic Initiative and Student Success does not indicat		
commitment to invest in this program. Any potential investment agreement is a separate	process.	
(30013,202)		
		· · · · · · · · · · · · · · · · · · ·
Afstart 🛛 🖓 😭 💽 🌔 🕎		🛃 🗰 🔛 🗌 O 🏾 * 🏳 🗃 🕚 11/17/2017 📼

Step	Action	
20.	Enter the desired information into the <b>College</b> field. For example " <b>BUSN</b> ". Colleges Or use the magnify glass to select an available college.	
21.	Enter the desired information into the <b>Department</b> field. For example "3003". Colleges BUSN College of Management Department Personalize   Find   First 1 of 1 & Last *Department Description Host Dept 1 Or use the magnify glass to select an available department.	+ -

Step	Action		
22.	22. Click the Add button to add additional Colleges or Departments.		
	Colleges		
	BUSN College of Management	-	
	Department Personalize   Find   🔄   🔢 First 🕢 1 of 1 🕑 Last		
	*Department Description Host Dept		
	Click the + icon to add additional Colleges sharing the responsibility of this new proposal/program. The Host depart box will default to the first entered College/Department.	1.	
	If there are multiple Departments working together to support this program, add those additional department(s) by clicking the + icon to the right of the department input cells.		
	NOTE: Only one College/Department can be the Host Dept.		

EUA Add Acad Plan (Academic) - Internet Explorer		_ <i>6</i> ×
🌀 💿 🔻 🧭 https://sa-stg.mosaic.arizona.edu/psp/uazsastg/EF 🔎 🗾 🏭 😚 🦉 UA Add Acad P	Plan (Academic) ×	☆☆ 第
x 🔄 Snagt 🧮 📺		
× Google	Search - S Share More >>	Sign In 🔌 •
C General	UA Add Acad Plan (Academic)	€
		New Window   Help   Personalize Page   🗐
General Details Additional Info Program Comparisons Faculty & Resources		
Proposed Name New UGRD cert Plan Type Specialization		
Degree Offered Other Academic Career Undergraduate		
Basic Program Details		
Colleges		
HMNT Q. Humanities, Col of		
Department Personalize   Find   🕮   🔤 First 🛞 1 of f	1   Last	
*Department Description Host Dept		
1 Q	+ -	
Campus		
Q		
Personalize   Find   [20]   End ( 4 1 of 1	* Last	
*Location Code Description		
1Q	•	
Note		
Note		
The signature of approval from Academic Initiative and Student Success does not indicate a commitment to invest in this program. Any potential investment agreement is a separate pro-	xess.	
(30013,202)		
		~
🍂 🖅 🧝 🖉 🖉		■ ■ 🗄 🗋 O 🔹 🕫 🛞 1:01 PM

Step	Action
23.	Enter the desired information into the Campus Code field. Enter "MAIN".
	Or use the magnify glass to select an available campus.
24.	Enter the desired information into the <b>Location Code</b> field. Enter " <b>TUCSON</b> ". Or use the magnify glass to select an available, associated location.
25.	To add Additional Campus or Locations          Campus         Personalize         First         I         Click the + icon to the right of the input cells as applicable.
26.	NOTE: If Online or Distance Campus is selected, please upload the agreement documentation to the Letters of Support input frame on the General Tab.

Step	Action
27.	Admission application terms for this plan:
	Admission application terms for this plan:          Spring:       Summer:       Fall:
	Select all applicable terms.
28.	For example: Click the <b>Spring</b> option.
	Admission application terms for this plan:          Spring:       Summer:       Fall:

E UA Add Acad Plan (Academic) - Internet Explorer	_ <i> 8</i>  ×
🌀 🕞 💌 🧭 https://sa-stg.mossic.arizona.edu/psp/uszsastg/EP. 🔎 🔛 🔒 🐓 🖉 UA Add Acad Plan (Academic) 🛛 🔛	
x 🖬 Snapt 🧰 📺 x Google 🔽 🛃 Search + 🐺 Sh	re More » Sign In 🔌 •
C General UA Add Acad	Plan (Academic) 🏫 🗮 🥑
commitment to invest in this program. Any potential investment agreement is a separate process. (30013,202)	
Admission application terms for this plan:	
Spring: 🗹 Summer: 🗌 Fall: 🗌	
Plan admission types:	
Freahment:   Transfer:   Readmit:   Graduate:   Mon Degree Certificate (UCRT only):   Other:	
Plan Taxonomy	
CIP Code	
Note	
Go to <u>the National Statistics for Glavation web site</u> to select an appropriate CIP Code or contact Martin Marview (621-0379) <u>martiomarquez@email.arczone.edu</u> for more information. (30013, 203)	
Print Option	
Print on: Diploma Transcript Diploma Description	
Astart 🐁 🛛 🧱 📀 🥃 💵	■ ■ H □ O * P = 0 11/17/2017

Step	Action
29.	Plan admission types:         Plan admission types:         Freshmen:       Transfer:         Readmit:       Graduate:         Non Degree Certificate (UCRT only):         Other:         Other:         Select the appropriate option(s). For all graduate or professional degrees, select the Graduate option.         NOTE: if this is specific to a Community Campus offering, select "Other" and enter the details in the text box. <i>This text box is only available when Other is selected</i> . Upload the agreement documentation to the Letter(s) of Support frame on the General Tab.
30.	For example: Click the Freshmen option.  Plan admission types:  Freshmen: Transfer: Readmit: Graduate: Non Degree Certificate (UCRT only):  Other:

Step	Action	
31.	Plan Taxonomy - CIP Code	
	Plan Taxonomy	
	CIP Code	
	For example: field. Enter "01.0903".	
	Or use the magnify glass to select an available CIP Code.	
	NOTE: To view the <u>National Statistics for Education web site</u> , containing all CIP Codes, click the link in the Note portion of this frame.	

🖉 UA Add Acad Plan (Academic) - Internet Explorer	
🚱 🕘 💌 🖉 https://sa-stg.mossic.arizona.edu/psp/uszsastg/EF 🔎 🖬 🐓 🏼 🖉 UA Add Acad Plan (Academic) 🛛 🗴 📗	
🗴 🔤 Snagt 🧮 📺	
× Google Search •	Share More » Sign In 🔦 -
C General UA Add Aca	nd Plan (Academic) 🏾 🔺 🚍 🥑
commitment to invest in this program. Any potential investment agreement is a separate process. (30013,202)	
Admission application terms for this plan:	
Spring: 🗹 Summer: 🗆 Fall: 🗌	
Plan admission types:	
Freshmen: 🗹 Transfer: 🗆 Readmit: 📄 Graduate: 📄 Non Degree Certificate (UCRT only): 🗌 Other: 📄	
Plan Taxonomy	
CIP Code D1.0903 × Q. Animal Health.	
Note	
Go to the National Statistics for Education web site to select an appropriate CIP Code or contact Martin Marquez (621-0378) matimmarquez@email.arizona.edu for more information.	
(30013, 203)	
Print Option	
Print on: Diploma Transcript	
Diploma Description	
	~
Afstart 🛃 😰 😭 💽 🏉 🗾	■ ■ 🔛 🖸 O 🕺 🖓 🖓 🖓 🖗 🖗 🖓 🖓 🖓 🖓

Step	Action
32.	Print Option
	Print Option
	Print on: Diploma Transcript
	Diploma Description
	Transcript Description

Step	Action	
33.	Click the <b>Diploma</b> option.	
	Print on:  Diploma Description	
	In the <b>Diploma Description</b> box enter the name of the degree the way it should appear on the student's Diploma.	
	NOTE: UA uses Diplomatic to print all diplomas and there is a set naming convention that will be used based on your department/college agreements.	

Action
Click the Transcript option.
Print Option
Print on: 🕑 Diploma 🐨 Transcript
Diploma Description
Transcript Description
In the <b>Transcript Description</b> box enter the name of the degree the way it should appear on the student's transcript.

Step	Action
35.	Conditions for Admission / Declaration of this Major
	Enter the desired information into the Explain in detail the criteria to join this major, including GPA field.
	Conditions for Admission/Declaration of this Major
	Explain in detail the criteria to join this major, including GPA requirements, completion of courses prior to declaration, application process, interviews, etc. These conditions must be approved by faculty governance to be enforced.
	(30013, 207)

Step	Action
36.	Requirements for accreditation
	Enter the criteria for this program to be accredited.
	If the program will not be accredited, enter 'N/A".
	Requirements for Accreditation
	Describe the requirements for accreditation if the program will seek to become accredited. Assess the eligibility of the proposed program for accreditation.
	(30013, 209)

Step	Action	
37.	Click the <b>Save as Draft</b> button, at the bottom of the page. A transaction number will be assigned once it has been saved.	
	Return to Search Save as Draft	

#### **Additional Info Tab Inputs**

Step	Action
38.	Click the Additional Info tab.
	General     Details     Additional Info     Program Comparisons     Faculty & Resources       Proposed Name     Plan Type
	Degree Offered Academic Career
	Academic Information Upload
	Instruction for Major
	Complete and upload the New Academic Program Additional Information document found <u>here</u> . Please contact Martin Marquez (621-0378) <u>martinmarquez@email.arizona.edu</u> for more information. (30013, 249)
	Add View -
	Financial Information Upload
	Complete and upload the Budget Projection Form found <u>here</u> . Contact Jim Florian (621-3680) <u>floriani@email.arizona.edu</u> for more information.
	(30013, 252)
	Financial Info Add View
	Return to Search Save as Draft
39.	Academic Information Upload frame(s).
	Depending on the <b>Plan Type</b> selected (on the General Tab) and checking the "Yes" or "No" option to offer a minor, a variation of required frames will be visible.
	<ul> <li>Plan Type Selected:</li> <li>Major with a Minor "No" selected &gt; will result in the Instructions for Major frame to be visible.</li> </ul>
	<ul> <li>Major with a Minor "Yes" selected &gt; will result in the Instructions for Major frame and Instructions for Minor frame to be visible.</li> <li>Specialization &gt; will result in the Instructions for Cartificate frame to be visible.</li> </ul>
	- specialization > will result in the <b>instructions for Certificate</b> frame to be visible.
	These frames require a file to be uploaded containing the list of existing courses, new courses, number of units required, etc.
	This form can be found on the Curricular Affairs, <u>Guides &amp; Forms web site</u> (academicadmin.ariziona.edu/curricular-affairs/guides-and-forms).

Step	Action
40.	Click the Add button, in the Major, Minor, or Certificate frame (whichever is applicable).
	Academic Information Upload
	Instruction for Major
	Complete and upload the New Academic Program Additional Information document found here Please contact Martin Marquez (621-0378) martinmarquez@email.arizona.edu for more information.
	(30013, 249)
	Add View -

CUA Add Acad Plan (Academic) - Internet Explorer			_ # ×
🚱 🕞 🔻 🎑 https://sa-stg.mosaic.arizona.edu/psp/uszsastg/Ef 🔎 💽 🏦 😽 💋 UA	Add Acad Plan (Academic) 🛛 🛛 📃		合 🛧 印
🗴 🔛 Snagit 🧮 📺			
× Google	💌 🐫 Search 🔹 🏭 Sha	re More »	Sign In 🔌 •
C Details	UA Add Acad	Plan (Academic)	♠ ≡ Ø
	_		New Window   Help   Personalize Page   🔤
General Details Additional Info Program Comparisons Faculty & Resources			î
Proposed Name New UGRD cert Plan Type Specia	lization		
Degree Offered Other Academic Career Under	graduate		
Academic Information Upload			
Instruction for Certificate			
Complete and upload the appropriate partitisate additional information document 6			
(30013-251)	File Attachment	Neto.	
()			
	Upload Cancel	Browse	
Financial Information Upload			
Complete and unlead the Burdaet Drolestics Form found here			
Contact Jim Florian (621-3880) fioriani@email.arizona.edu for more information.			
(30013, 252)			
Financial Info			
	Add View =		
Return to Search Save as Draft			
			~
🌆 🖅 😭 📀 🧔			■ ■ 🗄 🗋 O * 🕞 🗑 🕚 1:02 PM

Step	Action
41.	Click Choose File button to browse to the applicable Additional Information files.
	Click the <b>Open</b> button, or double click your file.
	Click the Upload button. Your file will now be attached to this transaction.
	Additional files may be added by selecting the + to the right of your uploaded document.
	View + -

Step	Action
42.	Follow these same instructions for Adding the Minor information, if "Yes" was selected with a Major on the General Tab.

Step	Action
43.	Financial Information Upload frame.

😥 UA Add Acad Plan (Academic) - Internet Explorer	_ <i>6</i> ×
😋 😔 🔻 🧭 https://sa-stg.mosaic.arizona.edu/psp/uszsastg/EF 🔎 💽 🤮 🏘 🌽 🍊 UA Add Acad Plan (Academic) 🛛 🗶	h ★ Φ
🗴 🔚 Snagt 🧮 🛃	
× Google - Sarch - Sar	ihare More » Sign In 🔧 -
C Details UA Add Aca	l Plan (Academic) 🖍 🚍 🕖
	New Window   Help   Personalize Page   🗐
General Details Additional Info Program Comparisons Faculty & Resources	-
Proposed Name New UGRD cert Plan Type Specialization	
Degree Offered Other Academic Career Undergraduate	
Academic Information Upload	
Instruction for Certificate	
Complete and upload the appropriate certificate additional information document found here.	
(30013, 251)	
Cert.bt View 😫 🖃	
Einandal Information Unload	
Complete and upload the Budget Projection Form found <u>bare</u> . Contact Jim Florian (621-3680) <u>foriani@email.arizona.edu</u> for more information.	
(30013, 252)	
Financial Info	
Add View =	
Return to Search Save as Draft	
	~
Arstart 🐰 🕢 🥞 🧿 🏉 🚺	🔛 🗰 🔛 🗌 O 🔹 🕞 🌚 🗤 1/(7/2017 🕿

Step	Action
44.	Click the Add button.
	Financial Information Upload
	Complete and upload the Budget Projection Form found <u>here</u> . Contact Jim Florian (621-3680) <u>florianj@email.arizona.edu</u> for more information.
	(30013, 252)
	Financial Info
	Add View -
	This form can be found on the Curricular Affairs, Guides & Forms web site (academicaffairs.ariziona.edu/guides-and-forms). The inputs for this form should be provided by the College/Department Financial Manager working with the Department head/College Dean. If there are any questions regarding the budget/financials, please contact Jim Florian (florianj@email.arizona.edu).

🕞 💌 🔀 https://sa-stg.mosaic.arizona.edi	i(pspluazsastg/Ef 🔎 💌 🚻 😽 🙆 UA	Add Acad Plan (Academic) X			
Google		👻 🚰 Search 🔹 🔀 Sha	re More »		Sign In 🖷
Details		UA Add Acad	Plan (Academic)		
	and a second			New	Window   Help   Personalize Page
neral Details Additional into Prog	am Companisons    Faculty & Resources				
oposed Name New UGRD cert	Plan Type Special	(2a0ion			
egree Offered Other	Academic Career Underg	raduate			
ademic Information Upload					
instruction for Certificate					
Complete and uplead like assessments	antificate additional information days ment fo			1	
(30013, 251)		File Attachment	Help		
	Cert.bd	Upload Cancel	Browse		
nancial Information Upload				1	
Complete and upload the Budget Projection	n Form found bere.				
Contact Jim Florian (621-3680) forian(2)	nail.arizona.edu for more information.				
(30013, 232)					
rinancial into		Add View			
Return to Search Save as Draft					
li ana ili an					
					1:03 PM

Step	Action
45.	Click Choose File button to browse to the applicable Financial Info files.
	Click the <b>Open</b> button, or double click your file.
	Click the Upload button. Your file will now be attached to this transaction.
	Additional files may be added by selecting the + to the right of your uploaded document.
	View + -

Step	Action			
46.	Click the Save as Draft but	tton.		
	Return to Search	Save as Draft		

## **Program Comparisons Tab**

Step	Action
47.	Click the <b>Program Comparisons</b> tab.
	General Details Additional Info Program Comparisons Faculty & Resources
	Proposed Name Plan Type
	Degree Offered Academic Career
	University Appropriateness
	Explain how the proposed program is consistent with the University mission and strategic plan and why the university is the most appropriate location within the Arizona University System for the program. Please explain how this proposed program is consistent with the College strategic plan.
	Arizona University System
	List all similar programs at the same academic level (Bachelor's, Master's, Doctoral) currently offered in the Arizona University System. (30013, 217) Not Applicable
	*Program Name Accredited

Step	Action
48.	Enter the desired information into the University Appropriateness text field.
	University Appropriateness
	Explain how the proposed program is consistent with the University mission and strategic plan and why the university is the most appropriate location within the Arizona University System for the program. Please explain how this proposed program is consistent with the College strategic plan.
	(30013, 216)

Step	Action
49.	Arizona University System         Check the Not Applicable box if there are NO programs similar to this proposed program being offered at ASU or NAU.
50.	Enter the name of the degree into the <b>Program Name</b> field. For example, " <b>Finance Masters</b> ". Uncheck the Accredited box if this institution's program is not accredited. Arizona University System List all similar programs at the same academic level (Bachelor's, Master's, Doctoral) currently offered in the Arizona University System. (30013, 217) Not Applicable *Program Name @ Accredited Degree # of Students
	Location (Univ. and site)         Contact Martin Marquez (621-0378) martinmarquez@email.arizona.edu for more information.         (30013, 218)

Step	Action
51.	Enter the desired information into the <b>Degree</b> field. For example, " <b>BA</b> ". This is a pre-defined list pulled from the Degree Table in UAccess. Select the most applicable, or most closely related.           Degree         Q
	Or use the magnify glass to select an available, associated location.

Step	Action
52.	Click in the <b># of Students</b> field. Enter the number of students currently enrolled in this program.
	# of Students
	A phone call to the institution's department may be required to obtain this information.

Step	Action
53.	Click in the Location (Univ. and site) field. Enter the name of the institution and site location this program is offered.
54.	To add additional Institution comparisons, click the + button. Complete the same information as listed above. Arizona University System List all similar programs at the same academic level (Bachelor's, Master's, Doctoral) currently offered in the Arizona University System. (30013, 217) Not Applicable *Program Name *Program Name Accredited
	Degree <ul> <li># of Students</li> <li>Location (Univ. and site)</li> </ul> Contact Martin Marquez (621-0378) martinmarquez@email.arizona.edu for more information.

55.	Peer Comparison
	Check the <b>Not Applicable</b> box if there are NO programs similar to this proposed program being offered at UA peer institutions.
	Peer Comparison
	Explain the ways in which it is similar to and different from comparable programs at two public peer institutions. Use the relevant <u>comparison chart</u> to assist you. Note: You may be required to submit a comparison chart for comparable programs in the University of Arizona. (30013, 204) Not Applicable
	Add View -
	Enter the similarities and/or differences between the two programs.

Step	Action
56.	Click in the Add button to upload the comparison table.
	This form can be found on the Curricular Affairs, <u>Guides &amp; Forms web site</u> (academicadmin.ariziona.edu/curricular-affairs/guides-and-forms).

Step	Action			
57.	Click the Save as Draft but	tton.		
	Return to Search	Save as Draft		

# Faculty & Resources Tab

Step	Action
58.	Faculty & Resources Tab
	General Details Additional Info Program Comparison Faculty & Resources
	Proposed Name History Type
	Degree Offered Academic Career
	Faculty
	Current Faculty
	*Instructor ID         Name         *Department         Rank         Degree         Faculty / %effort
	Additional Faculty Describe the additional faculty needed during the next three years for the initiation of the program and list the
	anticipated schedule for addition of these faculty members.
	Current Student and Faculty FTE
	Give a headcount of students in your current majors (do not include minors or certificate students) and faculty FTE in the department(s) or unit(s) in which the program will be offered. (30013,220)
	Department Undergraduate Headcount Graduate Headcount Faculty FTE

Step	Action
59.	Faculty Frame Inputs
60.	Current Faculty input fields.
	Current Faculty
	*Instructor ID Name *Department Rank Degree Faculty / %effort
61.	Instructor ID input. List all associated Instructors for this program.
	Enter the Instructor's employee ID, this is a numeric entry, or use the magnify glass to search by instructors name. To add additional instructors, click the + button to the left.
62.	<b>Department</b> input. Enter the Instructor's department. This is a numeric entry. Or use the magnify glass to search for the appropriate department.
63.	Rank drop down. Select the appropriate Rank of the Instructor using the drop down options.
64.	<b>Degree</b> drop down. Select the appropriate Degree held by the instructor using the drop down options.
65.	Faculty / % effort input. Enter the appropriate % effort for this instructor.
66.	Every faculty member supporting this proposed program should be listed here. To add another row, click the + icon to the far right the input cells.

Step	Action
67.	Click in the Additional Faculty field.
	Additional Faculty
	Describe the additional faculty needed during the next three years for the initiation of the program and list the anticipated schedule for addition of these faculty members.
	Describe the additional faculty needed during the next three years.

Step	Action
68.	Current Student and Faculty FTE input fields.
	Current Student and Faculty FTE
	Give a headcount of students in your current majors (do not include minors or certificate students) and faculty FTE in the department(s) or unit(s) in which the program will be offered. (30013,220)
	Department Undergraduate Headcount Graduate Headcount Faculty FTE
60	To add additional row, click the + icon on the far right of the input cells.
69.	Or click the magnify glass to search for the applicable department.
70.	<b>Undergraduate Headcount</b> input cell. Enter the current headcount of undergraduate students in your current majors.
71.	<b>Graduate Headcount</b> input cell. Enter the current headcount of Graduate students in your current majors.
72.	Faculty FTE input cell. Enter the current faculty FTE in your current majors.

Step	Action
73.	Projected Student and Faculty FTE input fields.
	Projected Student and Faculty FTE
	Give the projected numbers of students and faculty FTE for the next three years in the department or unit in which the program will be offered. (30013, 221) Undergraduate Headcount Graduate Headcount Faculty FTE
	Department Year 1 Year 2 Year 3
	To add additional rows, click the + icon to the right of the input cells.
74.	<b>Department</b> input cell. This is a numeric input for each department this program will be offered.
	Or click the magnify glass to search for the applicable department.
75.	<b>Undergraduate Headcount</b> and/or <b>Graduate Headcount</b> input cells. Enter the projected number of students for the <i>next</i> three years for each department this program will be offered.
76.	<b>Faculty FTE</b> input cells. Enter the projected number of faculty FTE for the <i>next</i> three years.

Step	Action
77.	Library input field.
	Library
	Acquisitions Needed
	Describe additional library acquisitions needed during the next three years for the successful initiation of the program.
	(30013, 222)
	In the text field, describe additional library acquisitions needed during the next three years to successfully launch this program.

Step	Action
78.	Physical Facilities and Equipment frame.
	Physical Facilities and Equipment
	Existing Physical Facilities
	Assess the adequacy of existing physical facilities and equipment available for the proposed program. Include special classrooms, laboratories, physical equipment, computer facilities, etc.
	(30013, 223)
	Additional Facilities Required or Anticipated
	Describe additional physical facilities and equipment that will be required or are anticipated during the next three years for the proposed program.
	(30013, 224)
79.	Existing Physical Facilities input text cell.
	Existing Physical Facilities
	Assess the adequacy of existing physical facilities and equipment available for the proposed program. Include special classrooms, laboratories, physical equipment, computer facilities, etc.
	(30013, 223)
	Enter the requested information related to existing facilities
80.	Additional Facilities Required or Anticipated input text cell.
	Additional Facilities Required or Anticipated
	Describe additional physical facilities and equipment that will be required or are anticipated during the next three years for the proposed program.
	(30013, 224)
	Enter the requested information related to additional facilities or equipment that will be required in the next three years of this program.

Step	Action
81.	Other Support frame.
	Other Support
	Other Support Currently Available
	Describe other support currently available for the proposed program. Include support staff, university and non-university assistance.
	(30013, 226)
	Other Support Needed over the Next Three Years
	List additional staff and other assistance needed for the next three years.
	(30013, 227)
82.	Other Support Currently Available input text cell.
	Other Support Currently Available
	Describe other support currently available for the proposed program. Include support staff, university and non-university assistance.
	(30013, 226)
	Enter the requested information related to staff, assistance, etc. if applicable. If not, enter an "N/A".
83.	Other Support Needed over the Next Three Years input text cell.
	Other Support Needed over the Next Three Years
	List additional staff and other assistance needed for the next three years.
	(30013, 227)
	Enter the requested information related to staff, assistance, etc. that will be needed in the next three years, if applicable. If not, enter an "N/A".

Step	Action	
84.	Click the Save as Draft by	utton.
	Return to Search	Save as Draft

)	Action			
85.	Return to the General tab.			
	C Home UA Add Acad Plan (Academic)			
	General       Details       Additional Info       Program Comparisons       Faculty & Resources         Trans No       NEW       Status         *Proposed Name			
	(30013, 248) Letter(s) of Support			
	Comments         Comment DateTime         Comment           1         Comment DateTime         Comment			
	Errors			
	1 Comment Save Comments			
	<sup>1</sup> 23 23 23 23 23 23 23 23 23 23 23 23 23			

Step	Action			
86.	Click the Save and Submit button.			
	Return to Search	Save as Draft	Save and Submit	
	Once submitted, changes can only be made by/through Curricular Affairs.			

Step	Action
87.	Errors, if they occur.  Errors  A list of Errors will appear in the Error Box, under the Comment Box, on the General Tab.  Most Errors are related to a required input cell or an upload file not being completed. The Tab
	will be listed, return to that Tab and complete the required input. Save and Submit again.