Module:	Academic Advisement / Curricular Affairs
Business Process Name:	UAccess Curriculum Updates
Created By:	Brad Hensley
Creation Date:	April 28, 2015
Revised:	July 25, 2018
Last Revised By:	Stephanie Carlson

Contents

The Curriculum Update Process
Curriculum updates go through the following annual process:

Call for Updates

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Department Sign-Off on Updates

Publication of Updated Plans in Academic Catalog
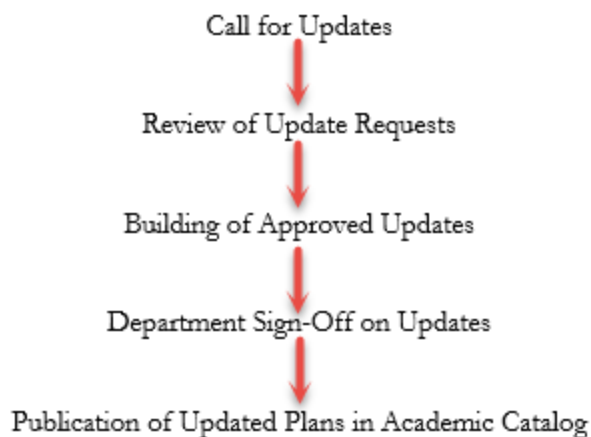
Call for Updates:
A call for curricular updates will be made through Vice-Provost of Academic Affairs Office or Curricular Affairs (typically in August). Those responsible for updating curriculum will need to log in to the Curriculum Update module and submit updates by the stated deadline. Submissions made after the deadline require a justification statement for consideration and will go through a more thorough review process. See bottom of page 5 if no updates are required.

Reviewing Update Requests:
Curricular Affairs reviews all submissions. Approved updates will move forward to the Student Administration AA/DT team for implementation. Curricular Affairs will follow-up with the department to clarify requests, discuss issues, and work toward resolution as needed.

Implementing Approved Updates:
Once an update request is approved by Curricular Affairs, the AA/DT team can begin implementing the changes on the Advisement Report. Curricular Affairs and/or AA/DT team may contact the department with questions or feedback regarding the updates.

Department Sign-Off on Updates:
The updated Advisement Report will be sent to the department. The department should review the updated Advisement Report and inform Curricular Affairs and AA/DT of any issues or additional changes within two weeks. **If no feedback is received within two weeks, the updates will be considered "accepted" by the department.**

Publication of Updated Plans in Academic Catalog:
In May, AA/DT will publish the updated plans in the forthcoming year's Academic Catalog. Any outstanding updates will be updated in the Academic Catalog once all issues have been resolved and implemented.

College Approval of Curriculum Updates:
Deans, Associate Deans, or other stipulated Dean's Office personnel may review the updates submitted by their college. Individuals wishing to be part of this process need to contact Curricular Affairs for appropriateness, security provisioning, and training. The college-level approval process is not part of the official workflow, so review and building of the plans by Curricular Affairs and AA/DT will continue if no feedback is provided.

Curriculum Update Contact Information

College	Curricular Affairs Contact	AA Business Analyst Contact
College of Agriculture and Life Sciences	Stephanie Carlson	Heather Jepsen
College of Architecture Planning, & Landscape Architecture	Stephanie Carlson	Heather Jepsen
College of Education	Stephanie Carlson	Heather Jepsen
College of Engineering	Abbie Sorg	Heather Jepsen
College of Fine Arts	Stephanie Carlson	Heather Jepsen
College of Humanities	Stephanie Carlson	Kristin Eaton
College of Letters, Arts, and Science	Stephanie Carlson	Kristin Eaton
College of Medicine	Stephanie Carlson	Kristin Eaton
College of Nursing	Stephanie Carlson	Kristin Eaton
College of Pharmacy	Abbie Sorg	Kristin Eaton
College of Science	Abbie Sorg	Kristin Eaton
College of Social and Behavioral Sciences	Stephanie Carlson	Brad Hensley
Eller College of Management	Stephanie Carlson	Brad Hensley
Honors College	Stephanie Carlson	Kristin Eaton
Mel and Enid Zuckerman College of Public Health	Stephanie Carlson	Brad Hensley
UA South	Abbie Sorg	Brad Hensley

Contact Information:
- Stephanie Carlson scarlson@email.arizona.edu
- Kristin Eaton sadue@email.arizona.edu
- Brad Hensley hensleyb@email.arizona.edu
- Heather Jepsen jepsenh@email.arizona.edu
- Abbie Sorg asorg@email.arizona.edu

There are various reasons that you may want to reach out to our offices and it may not always be clear who to go to for your questions. Here are some examples of reasons you may want to connect and who can assist you:

Contact both your Curricular Affairs and AA Business Analyst contacts for the following:
- You want to add or remove a course or requirement line to the Advisement Reports
- You want to make a change to the Advisement Report
- A course is missing from a requirement on the Advisement Report
- The Advisement Report is not working for a particular requirement
- You are not sure why a course is pulling in to requirement "X" instead of "Y"

Contact your Curricular Affairs person for the following:
- You need assistance or training for submitting Advisement Report updates
- General questions about updating curriculum within the Advisement Reports

Contact your AA Business Analyst person for the following:
- You have questions about a repeat or transfer course on the Advisement Report
- You have a question about an advisor note, advisor assignment, exception, or other UAccess advising-related functionality

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Security Roles

The following are the security roles that provide access to the Curriculum Update modification, the training requirement, and location in the Access Provisioning Tool (https://apt.uaccess-aws2.arizona.edu/)

Curriculum Requester (UA_SA_AA Curriculum Requester): Grants access to submit curricular updates. Should be requested for those in departments or colleges that will be inputting the desired updates in to the UAccess Curriculum mod.
Training Requirement: Training with Curricular Affairs or Student Administration
Submit Access Request (Add or Remove)>Create a New Request>System-UAccess Student-Campus Users>Subject Area-Academic Advising>Role-Curriculum Requester

Curriculum Approver (UA_SA_AA Curriculum Approver): Grants access to review, approve, and deny curricular updates. This role should be requested for those in Curricular Affairs or in Student Administration that will be involved in the curriculum process, but do not need access to the Admin level pages.
Training Requirement: Training with Curricular Affairs or Student Administration
Submit Access Request (Add or Remove)>Create a New Request>System-UAccess Student-Internal/Central Admin Units>Subject Area-Academic Advising>Role-Curriculum Approver

Curriculum College Approver (UA_SA_AA Curriculum College Approver): Grants access to approve / deny requested changes for a college representative. This role is intended for Deans and Associate Deans who want to review their college's curriculum updates.
Training Requirement: Training with Curricular Affairs or Student Administration
Submit Access Request (Add or Remove)>Create a New Request>System-UAccess Student-Internal/Central Admin Units>Subject Area-Academic Advising>Role-Curriculum College Approver

Curriculum Reviewer (UA_SA_AA Curriculum Reviewer): Grants access to review curricular update submissions. No submission and approval / denial privileges are provided with this role. This role is intended for individuals with a vested interest in the curriculum process, but who are not inputting submissions, approving/deny, and building the updates in UAccess.
Training Requirement: None
Submit Access Request (Add or Remove)>Create a New Request>System-UAccess Student-Internal/Central Admin Units>Subject Area-Academic Advising>Role-Curriculum Reviewer

Curriculum Admin (UA_SA_AA Curriculum Admin): Grants access to Curriculum Update set up tables. Should only be requested by members of Curricular Affairs and Student Administration who will be maintaining the deadline, security, and college approver tables.
Training Requirement: Training with Curricular Affairs or Student Administration
Submit Access Request (Add or Remove)>Create a New Request>System-UAccess Student-Internal/Central Admin Units>Subject Area-Academic Advising>Role-Curriculum Admin

Useful Information for Submitting Curriculum Updates:

Understanding Academic Catalogs:
When you submit updates you are doing so for the upcoming academic year. **Updates are not applied retroactively**. The Academic Catalog is the University of Arizona's "contract" between UA and students. The "contract" defines the degree requirements each student must complete based on catalog year. **The curriculum in the Academic Catalog must be correct as that is the official document of the degree, major, and minor requirements.** Academic Catalog information needs to be accurate and up-to-date as any matters involving degree requirement disputes or litigation will defer to the Academic Catalog.

Cross-Listed Courses:
Please do not ask for cross-listed courses to be removed from existing Advisement Reports or for cross-listed sections not to be included when adding new courses to curriculum. **We do not remove cross listed options**. The department should initiate a course modification request for the course to no longer be cross-listed (if needed). Requests go through Room and Course Scheduling regarding cross-listing.

Equivalent Courses:
Equivalent courses are included when adding courses to the Advisement Report. Please do not ask for equivalent courses to be excluded. If you want equivalents to be excluded your request will be returned to Curricular Affairs for review. The department will likely need to request a modification to the course to have the equivalency removed through Room and Course Scheduling.

Courses Offered by Other Departments:
If adding a course to a line of your Advisement Report that is owned by a different department, written approval from that department/division head is required. On the Curriculum Update, please include a comment that the outside department approves use of their course toward your major/minor, and attach a letter of support or email correspondence to the "Curriculum Update Extras" tab.

A Few Notes on Curriculum Updates in UAccess:
If the Curriculum Update pages display any incorrect information, please check the Advisement Report on file in the Academic Catalog as that will give you the up-to-date requirements. If the Catalog Advisement Report is correct then the issue is likely due to a bug; you are free to make a note in the comments for us to investigate.

If trying to access a saved, unfinished curriculum update be sure to use the "Find An Existing Value" option on the "Submit Curriculum Update" page; if you use the "Add a New Value" you will receive an error message when you go to submit notifying you of a duplicate entry.

While submitting your Curriculum Update, you can also include updates to your Degree Search plan by attaching the file to the "Curriculum Update Extras" tab. See the "Degree Search Updates Guide" here for more information.

No Updates:
If you have no updates to submit for a plan: access the plan and using the "Curriculum Update Extras" tab click the "Submit With No Updates" button. This way we know for sure whether or not plans need to be updated.

Submitting Curriculum Updates in UAccess

Navigation: UAccess Administrative Staff >Navigator > Curriculum Management > UA Curriculum Management > UA Curriculum Update > UA Submit Curriculum Update

UA Submit Curriculum Update

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

Academic Plan: begins with ▼ 🔍
Academic Sub-Plan: begins with ▼ 🔍
Term: begins with ▼ 🔍
Request Date: = ▼ 📅
Academic Program: begins with ▼

| Search | Clear | Basic Search 💾 Save Search Criteria

Find an Existing Value | Add a New Value

On this landing page:

Click **"Find an Existing Value"** to search for in-progress submissions (i.e. you have started the process and have yet to submit it to Curricular Affairs)

Click **"Add a New Value"** for submitting new updates

UA Submit Curriculum Update

| Find an Existing Value | Add a New Value |

Academic Plan: ECONBA 🔍
Academic Sub-Plan: 🔍
Term: 2164 🔍

| Add |

When adding a new value, enter the plan code, the sub-plan code (if needed), and the term when the updates are due*****. You can click on the 🔍 icon next to plan to see what plans you have access to and need to update. Once you have entered/selected the pertinent data, click "Add" to generate the Curriculum Update ADVIP.

*Note: The term entered must be the term in which you are submitting the updates (not the term for when they should go in effect). For example, for Fall 2019 updates you would enter 2184 (Fall 2018) instead of 2194 (Fall 2019).

UAccess — Student Administration Instruction Document

Curriculum Update | Curriculum Update Extras

Submit Curriculum Update

Discard Line

Economics   BA   Fall 2015

Requirement Groups   Find   First ◄ 1 of 5 ► Last

Undergraduate Graduation Requirements (RG511)   Edit Requirement Group / Add New Line

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.

Curriculum:
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.

Required Units:
Additional units will be required to complete this degree if a student:
A) is admitted to the UA with deficiencies;
B) changes his/her academic plan(s);
C) fails to meet minimum course/plan requirements;
D) ineffectively plans or fails to execute a course of study that leads directly to degree completion; or
E) is completing more than one baccalaureate degree. Completing a second bachelor's degree at The University of Arizona requires no fewer than 30 units in addition to the units required for the first degree, and all requirements for the second degree must be met.

Requirements

Undergraduate Requirements   Edit Requirement
The following requirements must be met for graduation.

Units Required and Cumulative GPA (R2903/L10)   Edit Line

120 units are required at a 2.0 GPA. View the pdf report grid for units earned toward this degree and cumulative GPA.

Completing a second bachelor's degree at The University of Arizona requires no fewer than 30 units in addition to the units required for the first degree, and all requirements for the second degree must be met.

Upper Division Units (R538/L40)   Edit Line

A minimum of 42 units of upper-division credit are required for this degree.

> The report will display the major, degree, and term for the plan you have accessed. You will notice two tabs: Curriculum Update and Curriculum Update Extras. **Most of your work will be in the Curriculum Update tab.**

> You will land on a page that looks similar to an online ADVIP. However, unlike the online ADVIP, the Curriculum Report is divided by pages via Requirement Group. To navigate to other areas of the ADVIP you will need to use the navigation arrows.

Curriculum Update | Curriculum Update Extras

Submit Curriculum Update

Discard Line

Economics   BA   Fall 2015

Requirement Groups   Find   First ◄ 5 of 5 ► Last

BA in Economics (RG618)   Edit Requirement Group / Add New Line
Bachelor of Arts in Economics

Requirements

Economics Major (R853)   Edit Requirement
Economics Major Coursework

1. Option I: Core I (R853/L10)   Edit Line

Complete 1 course.

Course	Description	Units	Status
ECON 200	Basic Economic Issues	3.00	Active

OR 1. Option II: Core I (R853/L20)   Edit Line

Complete 2 courses.

Course	Description	Units	Status
ECON 201A	Principles of Economics	3.00	Active
ECON 201B	Principles of Economics	3.00	Active

2. Core II (R853/L30)   Edit Line

Complete 2 courses.

Course	Description	Units	Status
ECON 332	Inter Macroeconomics	3.00	Active
ECON 361	Inter Microeconomics	3.00	Active

> While using the **"Curriculum Update"** tab you have four options: Edit Requirement Group, Add New Line, Edit Requirement, and Edit Line. The Edit options involve changing the configuration / wording of existing requirements, while the "Add New Line" initiates a request for a new line to be added.

Edit Line

Requirements

Economics Major (R853)
Economics Major Coursework

Edit Requirement

1. Option I: Core I (R853/L10)
Complete 1 course.

Course	Description	Units	Status
ECON 200	Basic Economic Issues	3.00	Active

Edit Line

OR 1. Option II: Core I (R853/L20)
Complete 2 courses.

Course	Description	Units	Status
ECON 201A	Principles of Economics	3.00	Active
ECON 201B	Principles of Economics	3.00	Active

Edit Line

2. Core II (R853/L30)
Complete 2 courses.

Course	Description	Units	Status
ECON 332	Inter Macroeconomics	3.00	Active
ECON 361	Inter Microeconomics	3.00	Active

Edit Line

> Click the "Edit Line" link next to the line you want to edit. For this example, we will click on Core II (R853/L30)

Update Line Requirements

Update Line Requirement

Requirement Line Details

Requirement Group	000618
Requirement	000000853 Economics Major
Line Nbr	0030

Requirement Line Parameters

Minimum Units	0.00	New Minimum Units	
Minimum Courses	2.00	New Minimum Courses	
Minimum Grade Points/Unit	0.00	New Minimum Grade Points/Unit	

> When you click "Edit Line" you will be taken to a new tab to provide the updates. You can confirm you are on the correct line by checking the information under the Requirement Line Details area.

Course List Review

Personalize | Find | View All | 🔲 | 🔢   First ◄ 1-2 of 2 ► Last

	Subject	Catalog Nbr	Course ID	Description	Status	Remove
1	ECON	332	012824	Inter Macroeconomics	Active	☐
2	ECON	361	012828	Inter Microeconomics	Active	☐

New Course List

Personalize | Find | 🔲 | 🔢   First ◄ 1 of 1 ► Last

	*Subject	*Catalog Nbr	Course ID	Description	Status	
1	🔍	🔍				➕ ➖

Report Long Description

Complete 2 courses.

Comments

[Ok] [Cancel] [Discard Changes]

> If changes to the minimum number of units, courses, or GPA are desired please indicate the new minimum in the appropriate new minimum box.
>
> **Note**: GPA requests will go through a lengthier, more thorough review process. Such requests can be noted in the "Comments" box at the bottom of the page.

Update Line Requirements

Update Line Requirement

Requirement Line Details

Requirement Group	000618
Requirement	000000853 Economics Major
Line Nbr	0030

Requirement Line Parameters

Minimum Units	0.00	New Minimum Units [ ]
Minimum Courses	2.00	New Minimum Courses [ ]
Minimum Grade Points/Unit	0.00	New Minimum Grade Points/Unit [ ]

Course List Review

Personalize | Find | View All | 🖉 | ⊞   First ◀ 1-2 of 2 ▶ Last

	Subject	Catalog Nbr	Course ID	Description	Status	Remove
1	ECON	332	012824	Inter Macroeconomics	Active	☐
2	ECON	361	012828	Inter Microeconomics	Active	☐

New Course List

Personalize | Find | 🖉 | ⊞   First ◀ 1 of 1 ▶ Last

	*Subject	*Catalog Nbr	Course ID	Description	Status	
1	[ ] 🔍	[ ] 🔍				➕ ➖

Report Long Description

Complete 2 courses.

Comments

[ ]

[Ok]   [Cancel]   [Discard Changes]

The Course List Review Section displays active courses set to appear on the line. If any of those need to be removed, check the "Remove" box on the appropriate line.

If any courses need to be added to the line, add them under the "New Course List" section by looking up the courses using the search tool or by inputting the subject and catalog number. To add more courses use the + icon. Remove courses placed in error by using the – icon. Only active courses may be added. **Please note in the comments section if a course is unavailable.**

The Report Long Description box shows you the text that displays for the line on the ADVIP. **If you want to change the wording, please indicate that change in the "Comments" box.**

Use the comments box to tell us if a change needs to be made to the Report Long Description and if any changes need to be made to this line that you are unable to capture using the page functionality. If a line needs to be deleted, for example, you could put in the comments to "Delete this line." You can also provide additional information or justification regarding this change if it seems prudent.

Update Line Requirement

Requirement Line Details

Requirement Group: 000618
Requirement: 000000853 Economics Major
Line Nbr: 0030

Requirement Line Parameters

Minimum Units	0.00	New Minimum Units	
Minimum Courses	2.00	New Minimum Courses	
Minimum Grade Points/Unit	0.00	New Minimum Grade Points/Unit	2.00

Course List Review

Personalize | Find | View All | First 1-2 of 2 Last

	Subject	Catalog Nbr	Course ID	Description	Status	Remove
1	ECON	332	012824	Inter Macroeconomics	Active	☐
2	ECON	361	012828	Inter Microeconomics	Active	☐

New Course List

Personalize | Find | First 1-2 of 2 Last

	*Subject	*Catalog Nbr	Course ID	Description	Status	
1	ECON	301	038020	Microeconomic Analysis & Appl	Active	+ −
2	ECON	331	038021	Macroeconomic Analysis and Pol	Active	+ −

Report Long Description

Complete 2 courses.

Comments

We are adding ECON 301 and 331 as options here. Please change Report Long Description to "Complete 2 courses. Only one Micro and one Macro course are allowed. A grade of C is required in each course."

Ok   Cancel   Discard Changes

A completed Edit Line form would look like this . . .

Once finished with the line updates, click "Ok" to add them to your update request. Click cancel if you do not wish to save the changes made on this page.

Has Changes

2. Core II (R853/L30)   Edit Line

Complete 2 courses.

Course	Description	Units	Status
ECON 301	Microeconomic Analysis & Appl	3.00	Active
ECON 331	Macroeconomic Analysis and Pol	3.00	Active
ECON 332	Inter Macroeconomics	3.00	Active
ECON 361	Inter Microeconomics	3.00	Active

Once you have clicked "Ok" you will be taken back to the Curriculum Update Report. You will notice that the line has now been designated as having changes and that the new courses added on the line (they have not actually been added yet but are there for visual reference). Similarly, if courses are removed, they will appear in red with a strikethrough to indicate their removal from the line.

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Add New Line

Curriculum Update | Curriculum Update Extras

Submit Curriculum Update

Discard Line

Economics   BA   Fall 2015

Requirement Groups   Find   First ◀ 5 of 5 ▶ Last

BA in Economics (RG618)   Edit Requirement Group
Bachelor of Arts in Economics   Add New Line

Requirements

Economics Major (R853)   Edit Requirement
Economics Major Coursework

1. Option I: Core I (R853/L10)   Edit Line

Complete 1 course.

Course	Description	Units	Status
ECON 200	Basic Economic Issues	3.00	Active

To request the creation of a new requirement line, please click "Add New Line" in the Requirement Groups box.

Add New Line Requirement

Add New Line Requirement

Add New Requirement Line

Requirement Group 000618   BA in Economics

*Requirement 00853 - Economics Major
              00853 - Economics Major
              00856 - Economics Electives
              00868 - Economics Major Grad Reqts

*New Line Nbr

Requirement Line Parameters

New Minimum Units [   ]

New Minimum Courses [   ]

New Minimum Grade Points/Unit [   ]

The Requirement Group will default to the RG on which you clicked "Add New Line" but you must select the Requirement where the new line should be added using the drop down menu.

Add New Line Requirement

Add New Line Requirement

Add New Requirement Line

Requirement Group 000618   BA in Economics

*Requirement 00853 - Economics Major

*New Line Nbr

Requirement Line Paramete

New Minimu

New Minimum

New Minimum Grade Poi

Before 0010 - 1. Option I: Core I (R853/L10)
After 0010 - 1. Option I: Core I (R853/L10)
After 0020 - OR 1. Option II: Core I (R853/L20)
After 0030 - 2. Core II (R853/L30)
After 0040 - 3. Core III (R853/L40)
After 0045 - 4. Communication (R853/L45)
After 0050 - 5. Upper Division Major Coursework (R853/L50)

Once a Requirement is selected, identify where the new line should be placed on the report using the "New Line Nbr" drop down menu.

Add New Line Requirement

Add New Line Requirement

Add New Requirement Line

Requirement Group `000618`   BA in Economics

*Requirement `00853 - Economics Major ▼`

*New Line Nbr `After 0040 - 3. Core III (R853/L40) ▼`

Requirement Line Parameters

New Minimum Units `[        ]`

New Minimum Courses `1.00`

New Minimum Grade Points/Unit `[        ]`

New Course List

Personalize | Find | 🗗 | 🖩   First ◀ 1-5 of 5 ▶ Last

	*Subject	*Catalog Nbr	Course ID	Description	Status		
1	ECON 🔍	340 🔍	012826	Int'L Econ And Policy	Active	➕	➖
2	ECON 🔍	342 🔍	012827	Econ of Latin America	Active	➕	➖
3	ECON 🔍	370 🔍	038486	China's Economic Development	Active	➕	➖
4	ECON 🔍	442 🔍	012862	International Macroeconomics	Active	➕	➖
5	ECON 🔍	464 🔍	012875	Economics of Immigration	Active	➕	➖

Report Long Description

Global Economics

Comments

Please call this new line "Global Economics."

`OK`   `Cancel`

> Add the new line parameters including minimum number of units or courses and the courses that should appear as options on the line. Please put your requested title for the line in the "Report Long Description" area. The "Comments" section can be used for various purposes, as stated previously. Click "Ok" when you are pleased with the setup.

| Curriculum Update | Curriculum Update Extras |

Submit Curriculum Update

Discard Line

Economics   BA   Fall 2015

Requirement Groups

Find   First ◀ 5 of 5 ▶ Last

BA in Economics (RG618)   Edit Requirement Group
Bachelor of Arts in Economics   Add New Line

Requirements

Has Changes

New Line After 3. Core III (R853/L40)   Edit Line

Global Economics

Course	Description	Units	Status
ECON 340	Int'L Econ And Policy	3.00	Active
ECON 342	Econ of Latin America	3.00	Active
ECON 370	China's Economic Development	3.00	Active
ECON 442	International Macroeconomics	3.00	Active
ECON 464	Economics of Immigration	3.00	Active

> Once you have clicked "Ok" you will jump back to the update report and see the new line request at the top of the Requirement where it needs to be added.

Edit Requirement

| Curriculum Update | Curriculum Update Extras |

Submit Curriculum Update

Discard Line

| Economics | BA | | Fall 2015 |

Requirement Groups   Find   First ◄ 5 of 5 ► Last

BA in Economics (RG618)   Edit Requirement Group
Bachelor of Arts in Economics   Add New Line

Requirements

Has Changes

New Line After 3. Core III (R853/L40)   Edit Line

Global Economics

Course	Description	Units	Status
ECON 340	Int'L Econ And Policy	3.00	Active
ECON 342	Econ of Latin America	3.00	Active
ECON 370	China's Economic Development	3.00	Active
ECON 442	International Macroeconomics	3.00	Active
ECON 464	Economics of Immigration	3.00	Active

Economics Major (R853)   Edit Requirement
Economics Major Coursework

1. Option I: Core I (R853/L10)   Edit Line

Complete 1 course.

Course	Description	Units	Status
ECON 200	Basic Economic Issues	3.00	Active

> To make a change to a requirement click the "Edit Requirement" link next to the requirement you wish to update.

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Curriculum Requirement Edit

Update Requirement

Requirement Line Details

Requirement Group `000618`

Requirement `000000853`   Economics Major

Report Long Description

Economics Major Coursework

Comments

[Ok]   [Cancel]   [Discard Changes]

The "Edit Requirement" page is simple and will mostly be used for updating text on a particularly Requirement. Use the Comments area to explain any changes that you would like to be made.

Curriculum Update | Curriculum Update Extras

Submit Curriculum Update

Discard Line

Economics   BA   Fall 2015

Requirement Groups   Find   First ◀ 5 of 5 ▶ Last

BA in Economics (RG618)   Edit Requirement Group
Bachelor of Arts in Economics   Add New Line

Requirements

Has Changes

New Line After 3. Core III (R853/L40)   Edit Line

Global Economics

Course	Description	Units	Status
ECON 340	Int'L Econ And Policy	3.00	Active
ECON 342	Econ of Latin America	3.00	Active
ECON 370	China's Economic Development	3.00	Active
ECON 442	International Macroeconomics	3.00	Active
ECON 464	Economics of Immigration	3.00	Active

Has Changes

Economics Major (R853)   Edit Requirement
Economics Major Coursework

1. Option I: Core I (R853/L10)   Edit Line

Complete 1 course.

Course	Description	Units	Status
ECON 200	Basic Economic Issues	3.00	Active

Once you click "Ok" to add the update request, you will bounce back to the update report, and you will see the note "Has Changes" at the Requirement level.

Edit Requirement Group

To make a change to a Requirement Group click the "Edit Requirement Group" link next to the requirement group.

Like Requirements, you can only add comments to the "Update Requirement Group" field.

Once you click "Ok" to add the update request, you will bounce back to the update report, and you will see the note "Has Changes" at the Requirement Group level.

Discarding or Editing an Update

If for any reason you need to remove or change an update click the "Edit Line" link next to the line (or Edit Requirement or Edit Requirement Group).

Update Line Requirements

Update Line Requirement

Requirement Line Details

Requirement Group 000618

Requirement 000000853   Economics Major

Line Nbr 0010

Requirement Line Parameters

Minimum Units	0.00	New Minimum Units	
Minimum Courses	1.00	New Minimum Courses	
Minimum Grade Points/Unit	0.00	New Minimum Grade Points/Unit	

Course List Review

Personalize | Find | View All | | | First 1 of 1 Last

	Subject	Catalog Nbr	Course ID	Description	Status	Remove
1	ECON	200	012803	Basic Economic Issues	Active	☑

New Course List

Personalize | Find | | | First 1-2 of 2 Last

	*Subject	*Catalog Nbr	Course ID	Description	Status		
1	ECON	205	026203	Ethics+Econ/Wealth Creat	Active	+	−
2	ECON	217	007974	Resource + Envir Econ	Active	+	−

Report Long Description

Complete 1 course.

Comments

[Ok] [Cancel] [Discard Changes]

Clicking "Edit Line" (or Requirement or Requirement Group) will take you back to the update you previously made. Here, you can make any changes that are necessary or discard the update entirely (by clicking "Discard Changes"). You will be given a warning message which you can accept if you are sure you want to proceed with the deletion. Note: clicking Discard Changes will permanently delete the contents of the line, new line, requirement, or requirement group entry.

Doesn't Have Changes
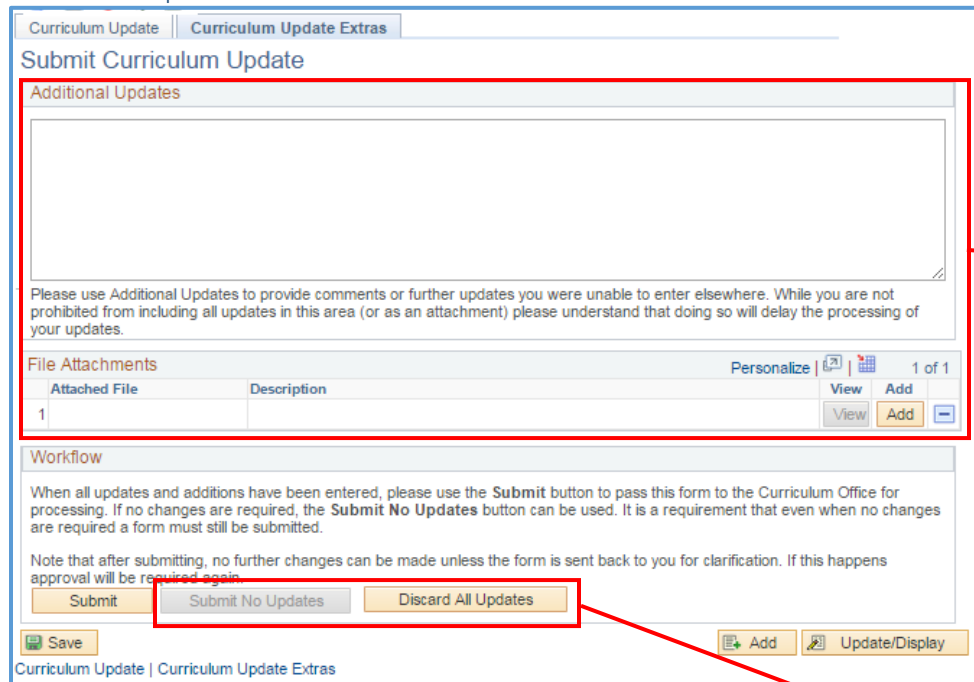
1. Option I: Core I (R853/L10)   Edit Line

Complete 1 course.

Course	Description	Units	Status
ECON 200	Basic Economic Issues	3.00	Active

Once discarded, the line will revert to its original form, and the red line will indicate that the line "Doesn't Have Changes."

Curriculum Update Extras Tab

The Curriculum Update Extras tab gives you more options for creating and submitting your update. You can include overall comments that might not be captured elsewhere. You can attach files that may be useful to capture your requested updates. **Attach emails/letters of support from department head(s) for courses not owned by your department. Attach any updates to your Degree Search plan or major description. (See "Degree Search Updates Guide" for details.)**

If your plan has no updates, you would want to click the "Submit No Updates" button. This feature is disabled here because updates have been requested.

If you want to start completely over, you can click "Discard All Updates" to delete all the updates for the major / minor that have been created.

Clicking "Submit" indicates you are done with your updates and are ready for them to be reviewed by Curricular Affairs. When you click Submit you will see a confirmation warning asking if you are sure you are ready to submit the updates.

Clicking "Save" retains the updates you have made. **Saved items are not submitted**. You will be able to access your saved items later. Saved items are not submitted and will not be sent to CA for review. Make sure to return and submit the updates!

Submitting Updates After the Deadline

It is important that you submit your curriculum updates on time. If you submit your update past the deadline stipulated you will be prompted to justify why these updates should be made and provide reasoning for their tardiness.

In such cases, you will see a pop-up warning alerting you to the missed deadline when you try to access your plan. Please read the warning and click "Ok" when finished.

Message

Deadline Elapsed (30014,54)

The deadline for term Fall 2014 has elapsed. You must provide justification for these changes to be made after the deadline. Your justification and the requested updates will then be reviewed. You will be contacted regarding the approval or denial of these updates.

[OK]
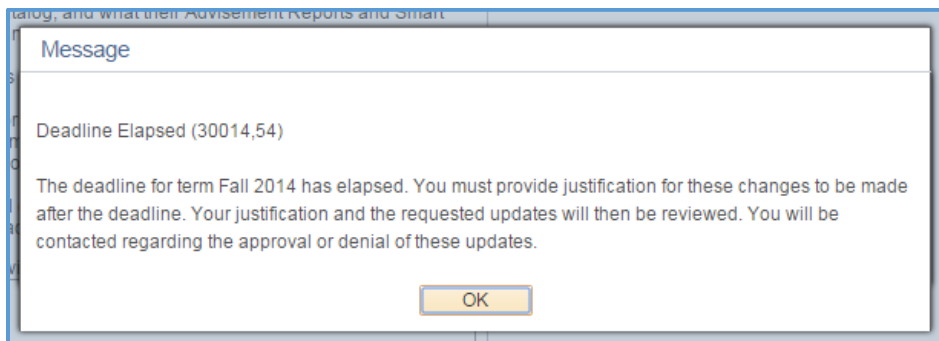
You will see a statement regarding the importance of curricular deadlines, and you will then have access to a text box where you can explain your justification for why the tardy updates should be accepted. Provide your justification and click "Ok" to proceed to request updates.

Deadline Warning

Acknowledgement and Justification

The *UA General Catalog* is the official, binding record of academic program standards and requirements to which students are held accountable. As such, program information must be accurate. Adhering to curricular deadlines is essential to maintaining an accurate Academic Catalog and Advising Reports.

Adherence to deadlines:

- ensures curriculum updates are in place prior to pre-scheduling courses for freshman orientations, the first of which occurs April, so freshman are correctly registered for classes based on the program requirements for the upcoming academic year.
- ensures data integrity between what students see in the academic catalog, and what their Advisement Reports and Smart Planner display. Additionally, Degree Search is based on Smart Planner data, so any updates for degree Search must match, and already be approved before they will be updated.
- helps departments to better forecast seat demand for course offerings for the upcoming academic year, as academic requirements for the academic year have already been established.
- helps students correctly register for classes, and provides correct information on advising and Smart Planner reports that can alleviate the volume of questions and issues students bring to departments and/or advisors. It also creates a positive first impression for students transitioning to The University Of Arizona, who are often most impacted by post-deadline curriculum changes.
- reduces the possibility that The University Of Arizona could face legal challenges from students negatively impacted by changes made to their academic requirements after the start of their academic career at UA.

Please provide justification for why these changes should be accepted following the deadline:

By clicking **OK** you acknowledge that you have read and understand the importance of curriculum deadlines. While there are valid reasons for needing changes past the deadline, clicking OK does not guarantee any late updates will be accepted and approved. Late submissions will be carefully reviewed before being approved or denied.

[OK]   [Cancel]

Reviewing Curriculum Updates in UAccess

Navigation: UAccess Administrative Staff >Navigator > Curriculum Management > UA Curriculum Management > UA Curriculum Update > UA Review Curriculum Update

Curriculum Requesters/Reviewers can access the Review pages to see comments on updates or to see what was submitted.

UA Review Curriculum Update

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▽ Search Criteria

Academic Plan:	begins with ▼	🔍
Academic Sub-Plan:	begins with ▼	🔍
Term:	begins with ▼	2154	🔍
Request Date:	= ▼		📅
Academic Program:	begins with ▼	🔍

[Search]   [Clear]   Basic Search   💾 Save Search Criteria

Search Results

View All   First ◄ 1-14 of 14 ► Last
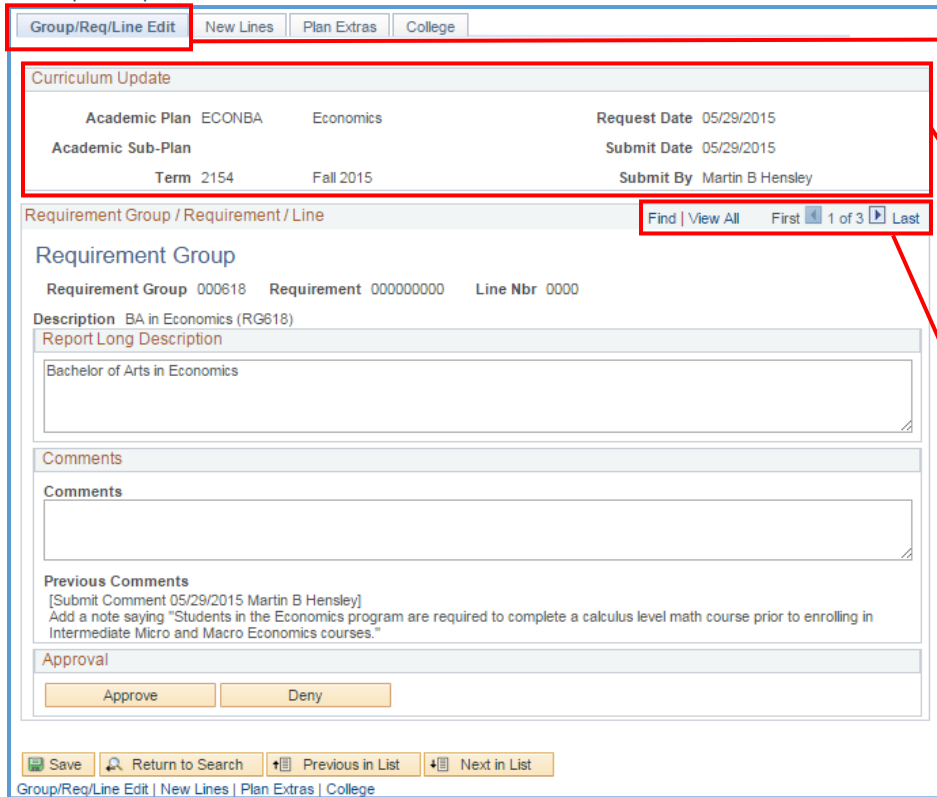
User ID	Academic Plan	Academic Sub-Plan	Term	Academic Program	Request Date
HENSLEYB	ANTHBS	ARS	2154	USBSC	05/13/2015
HENSLEYB	CHSBS	(blank)	2154	USBSC	05/14/2015
HENSLEYB	CLASBA	LAT	2154	UHMNT	05/13/2015
HENSLEYB	COSCBA	(blank)	2154	USCNC	05/13/2015
HENSLEYB	EASBA	(blank)	2154	UHMNT	05/13/2015
HENSLEYB	EASBA	CCLI	2154	UHMNT	05/13/2015
HENSLEYB	EASBA	JCLI	2154	UHMNT	05/13/2015
HENSLEYB	ECONBA	(blank)	2154	USBSC	05/29/2015
HENSLEYB	GEOGBS	GIS	2154	USBSC	05/14/2015
HENSLEYB	GWSBA	(blank)	2154	USBSC	05/13/2015
HENSLEYB	GWSBA	SQS	2154	USBSC	05/13/2015
HENSLEYB	HMTHMINU	ICST	2154	UAGSC	05/14/2015
HENSLEYB	JOURBA	(blank)	2154	USBSC	05/08/2015
HENSLEYB	POLBA	LPP	2154	USBSC	05/08/2015

Use the search fields to locate a plan. Access to the plans is managed by security, so unless you have "All Access" you should only see the plans you are assigned in the search results that have been submitted.

Please note, that the User ID field displays your user ID and not the ID of the individual who submitted the update. Do not be alarmed if you see your ID listed next to a plan you did not submit.

To access a plan, simply click on the appropriate link.

Group/Req/Line Edit Tab:

| Group/Req/Line Edit | New Lines | Plan Extras | College |

Curriculum Update

Academic Plan ECONBA	Economics	Request Date 05/29/2015
Academic Sub-Plan		Submit Date 05/29/2015
Term 2154	Fall 2015	Submit By Martin B Hensley

Requirement Group / Requirement / Line   Find | View All   First ◄ 1 of 3 ► Last

Requirement Group

Requirement Group 000618   Requirement 000000000   Line Nbr 0000

Description BA in Economics (RG618)

Report Long Description

> Bachelor of Arts in Economics

Comments

Comments

Previous Comments
[Submit Comment 05/29/2015 Martin B Hensley]
Add a note saying "Students in the Economics program are required to complete a calculus level math course prior to enrolling in Intermediate Micro and Macro Economics courses."

Approval

[Approve]   [Deny]

[🖫 Save]   [🔍 Return to Search]   [↑▤ Previous in List]   [↓▤ Next in List]

Group/Req/Line Edit | New Lines | Plan Extras | College
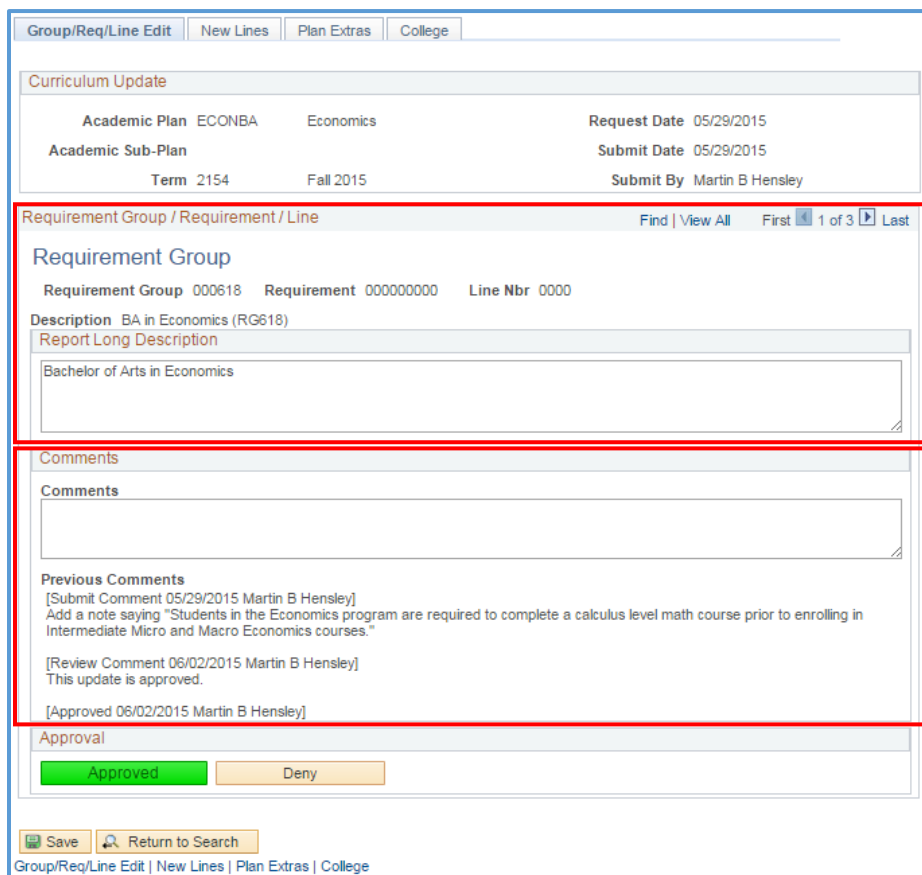
> When you access a plan, you will land on the first of four tabs, which is the "Group/Req/Line Edit" tab. On this tab you can review submitted Requirement Group, Requirement, and Line edits.

> The Curriculum Update box will give you an overview of the plan you are reviewing, submission date, and submittor.

> Use the navigation arrows to view other updates included in this submission.

| Group/Req/Line Edit | New Lines | Plan Extras | College |

Curriculum Update

Academic Plan ECONBA	Economics	Request Date 05/29/2015
Academic Sub-Plan		Submit Date 05/29/2015
Term 2154	Fall 2015	Submit By Martin B Hensley

Requirement Group / Requirement / Line   Find | View All   First ◄ 1 of 3 ► Last

Requirement Group

Requirement Group 000618   Requirement 000000000   Line Nbr 0000

Description BA in Economics (RG618)

Report Long Description

> Bachelor of Arts in Economics

Comments

Comments

Previous Comments
[Submit Comment 05/29/2015 Martin B Hensley]
Add a note saying "Students in the Economics program are required to complete a calculus level math course prior to enrolling in Intermediate Micro and Macro Economics courses."

[Review Comment 06/02/2015 Martin B Hensley]
This update is approved.

[Approved 06/02/2015 Martin B Hensley]

Approval

[Approved]   [Deny]

[🖫 Save]   [🔍 Return to Search]

Group/Req/Line Edit | New Lines | Plan Extras | College

> The "Requirement Group/Requirement/Line" box will display data on the update you are viewing. Because this is a RG the R and L numbers are null.

> Comments included on the updates will appear under the "Previous Comments" area. New comments can be added by adding them to the comment box and clicking "Save." The comment will be added to the comments thread. Approvals and Denials are cataloged here.

| Group/Req/Line Edit | New Lines | Plan Extras | College |

Curriculum Update

Academic Plan	ECONBA	Economics		Request Date	05/29/2015
Academic Sub-Plan				Submit Date	05/29/2015
Term	2154	Fall 2015		Submit By	Martin B Hensley

Requirement Group / Requirement / Line   Find | View All   First ◄ 2 of 3 ► Last

Requirement

Requirement Group 000618   Requirement 000000853   Line Nbr 0000

Description Economics Major (R853)

Report Long Description

Economics Major Coursework

Comments

Comments

Previous Comments
[Submit Comment 05/29/2015 Martin B Hensley]
Please add note that "A grade of C is required in Intermediate Micro and Macro Economics Courses."

[Review Comment 06/02/2015 Martin B Hensley]
It would make more sense to include this message on the RG with the previous about calculus that was requested.

[Denied 06/02/2015 Martin B Hensley]

Approval

| Approve | Denied |

💾 Save   🔍 Return to Search

Group/Req/Line Edit | New Lines | Plan Extras | College

Here we have moved to an update submitted for a Requirement. Again, the Line Nbr value is null since this is an update to a Requirement.

Comments can be added by inputting text in the Comments box and saving the page. For this example, the update was denied.

Group/Req/Line Edit | New Lines | Plan Extras | College

Curriculum Update

Academic Plan ECONBA	Economics	Request Date 05/29/2015
Academic Sub-Plan		Submit Date 05/29/2015
Term 2154	Fall 2015	Submit By Martin B Hensley

Requirement Group / Requirement / Line   Find | View All   First ◀ 3 of 3 ▶ Last

Requirement Line

Requirement Group 000618   Requirement 000000853   Line Nbr 0030

Description 2. Core II (R853/L30)

Requirement Line Parameters

Minimum Units	0.00	New Minimum Units	0.00
Minimum Courses	2.00	New Minimum Courses	0.00
Minimum Grade Points/Unit	0.00	New Minimum Grade Points/Unit	2.00

Courses to Remove

	Subject	Catalog Nbr	Course ID	Description
1				

Courses to Add

	Subject	Catalog Nbr	Course ID	Description
1	ECON	301	038020	Microeconomic Analysis & Appl
2	ECON	331	038021	Macroeconomic Analysis and Pol

Report Long Description

Complete 2 courses.

Comments

Comments

Previous Comments

[Submit Comment 05/29/2015 Martin B Hensley]
We are adding ECON 301 and 331 as options here. Please change Report Long Description to "Complete 2 courses. Only one Micro and one Macro course are allowed. A grade of C is required in each course."

[Approved 06/02/2015 Martin B Hensley]

[Review Comment 06/02/2015 Martin B Hensley]
Approved, but please put Micro and Macro courses on separate lines, so students are not able to fulfill the line with two courses of the same focus.

Approval

[Approved]   [Deny]

💾 Save   🔍 Return to Search

Group/Req/Line Edit | New Lines | Plan Extras | College

For the line edit, the RG/R/L fields will all be populated.

Requested line parameter changes will display here.

Courses requested to be added or removed from the line will display.

Comments can be added by inputting text in the Comments box and saving the page.

New Lines Tab

The new lines tab allows the user to review any new line requests that were submitted.

The New Lines tab and page look similar to the "Edit Line" page. The Description indicates where the new line should go in the Req.

The requested line parameters and the course list are included.

Plan Extras Tab

The Plan Extras tab corresponds to the Curriculum Update Extras tab on the submission form. Here the user can see and add any overall comments for the plan and view attached files, if any. Because no file was attached to the ECONBA update in our example, the view file box is not present.

Depending on previous actions, some or all of the actions available in the "Approval" box will be available. If the user has consistently Approved or Denied or not stipulated either on *all* of the updates the option will be available for the approver to "Approve All" or "Deny All." Because, in our example, there are both approvals and denials, those options are not available.

The approver also has the option to "Return to Requester," "Notify SA Team," and "Mark As Complete."

- *Return to Requester*: if the reviewer finds issues with the requested updates or something is unclear, he/she can use this option to "assign" the update back to the individual who submitted this. An automated message will go out indicating the requester needs to respond to the reviewer's comments. The original requester will have access to the plan again at UAccess Administrative Staff >Navigator > Curriculum Management > UA Curriculum Management > UA Curriculum Update > UA Submit Curriculum Update. The requester will need to locate the plan using the search function on UA Submit Curriculum Updates page (it will be available again as if it were saved and not submitted). The requester should add and save comments for the reviewer to see and then resubmit the update.
- *Notify SA Team*: if the reviewer does not find issues or have questions regarding the update he/she can send assign to the SA Team so the updates can be implemented on the Advisement Reports. An email goes out to the requester and the SA Team when this status is selected.
- *Mark As Complete*: if no updates are needed the reviewer in Curricular Affairs can mark the update as complete. In most situations, the SA Team will be the ones to indicate when an update is complete. When an update is marked as complete an automated email will go out to Curricular Affairs, SA Team, and the requester.

College Tab

The college tab will be accessible for deans, associate deans, or dean's office administrative personnel who want to be able to review the curriculum update requests for their college. Users gain access to this page by having the Curriculum College Approver role and being assigned a college in the college security table. Users can add comments and provide an overall approval or denial—they do not have line item approval or denial authority. This is an ancillary process and curricular approvals and building will not be held for college approval.

Viewing Archived Curriculum Updates

Navigation: UAccess Administrative Staff >Navigator > Curriculum Management > UA Curriculum Management > UA Curriculum Update > UA Archived Curriculum Update

Users can view archived versions of their curriculum updates to ensure the updates they requested were implemented or if questions arise regarding requested updates. Navigate to the appropriate page and provide search criteria to locate the archived plan update.

UA Archived Curriculum Update

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▽ Search Criteria

Academic Plan:	begins with ▾	🔍
Academic Sub-Plan:	begins with ▾	🔍
Term:	begins with ▾	🔍
Request Date:	= ▾	📅
Academic Program:	begins with ▾	
User ID:	begins with ▾	🔍
Approval Status:	= ▾	▾
Approval Status:	= ▾	▾

☐ Case Sensitive

| Search | Clear | Basic Search | 💾 Save Search Criteria |

Search Results

View All   First ◀ 1-47 of 47 ▶ Last

User ID	Academic Plan	Academic Sub-Plan	Term	Request Date	Academic Program	User ID	Approval Status	Approval Status
HENSLEYB	ANTHBS	ARS	2154	05/13/2015	USBSC	HENSLEYB	In-Process	(blank)
HENSLEYB	ASTRMINU	LA	2144	04/01/2015	USCNC	HENSLEYB	In-Process	(blank)
HENSLEYB	BIOLBS	BF	2144	01/08/2015	USCNC	LARRABEE	In-Process	(blank)
HENSLEYB	BIOLBS	BS	2144	01/08/2015	USCNC	LARRABEE	In-Process	(blank)
HENSLEYB	BIOLBS	OB	2144	01/08/2015	USCNC	LARRABEE	In-Process	(blank)
HENSLEYB	CHSBS	(blank)	2154	05/14/2015	USBSC	HENSLEYB	In-Process	(blank)
HENSLEYB	CLASBA	LAT	2154	05/13/2015	UHMNT	HENSLEYB	In-Process	(blank)
HENSLEYB	COSCBA	(blank)	2154	05/13/2015	USCNC	HENSLEYB	In-Process	(blank)
HENSLEYB	CRTVMINU	(blank)	2144	12/15/2014	UAGSC	SHOLM	In-Process	(blank)
HENSLEYB	EASBA	(blank)	2154	05/13/2015	UHMNT	HENSLEYB	In-Process	(blank)
HENSLEYB	EASBA	CCLI	2154	05/13/2015	UHMNT	HENSLEYB	In-Process	(blank)
HENSLEYB	EASBA	JCLI	2154	05/13/2015	UHMNT	HENSLEYB	In-Process	(blank)
HENSLEYB	ECEDBAED	(blank)	2144	12/19/2014	UEDUC	SME	In-Process	(blank)

The archived curriculum reports look like the review pages, but are view only. Comments cannot be added and status cannot be changed.

| Group/Req/Line Edit | New Lines | Plan Extras | College |

Curriculum Update

Academic Plan ECONBA	Economics	Request Date 02/11/2015
Academic Sub-Plan		Submit Date 02/11/2015
Term 2144	Fall 2014	Submit By Martin B Hensley

Requirement Group / Requirement / Line   Find | View All   First ◀ 3 of 3 ▶ Last

Requirement Line

Requirement Group 000618   Requirement 000000853   Line Nbr 0010

Description 1. Option I: Core I (R853/L10)

Requirement Line Parameters

Minimum Units	0.00	New Minimum Units	0.00
Minimum Courses	1.00	New Minimum Courses	2.00
Minimum Grade Points/Unit	0.00	New Minimum Grade Points/Unit	0.00

Courses to Remove

	Subject	Catalog Nbr	Course ID	Description
1				

Courses to Add

	Subject	Catalog Nbr	Course ID	Description
1	ECON	210	012807	Survey Economic Theory

Report Long Description

Complete 1 course.

Comments

Comments

Previous Comments

[Approved 02/11/2015 Martin B Hensley]

Approval

Approved   Deny

🔍 Return to Search   ◀▤ Previous in List   ▤▶ Next in List

Group/Req/Line Edit | New Lines | Plan Extras | College

Viewing Curriculum Updates Statistics

Navigation: UAccess Administrative Staff >Navigator > Curriculum Management > UA Curriculum Management > UA Curriculum Update > UA Curriculum Update Stats

Users can view the status of plans using various parameters on this page. You can jump immediately to a plan by using the "View" link on a plan's line. When you leave this page, you will be asked of you want to save. Please cancel through that message.

Curriculum Update Statistics

Filter

Term 2154	Fall 2015	Status
Career		Date Created ___ to ___
Program USBSC	College of Soc & Behav Sci	Date Submitted ___ to ___
Plan		Submitted By
Sub-Plan		
Plan Type		Refresh

Curriculum Update Summary

Total Plans:	515
Total Update Forms Received:	8
Plans Marked Complete:	0
Plans SA Team Notified:	0
Plans All Approved:	0
Plans All Denied:	0
Plans Returned to Requester	0
Plans In-Progress:	8
Plans Pending Submit:	0
Plans With No Updates:	3

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

Personalize | Find | 📊   First ◄ 1-8 of 8 ► Last

	Term	Career	Program	Plan	Sub-Plan	Approval Status	Request Date	Submit Date	Submitted By	View
1	2154	UGRD	USBSC	JOURBA		In-Process	05/08/2015	05/08/2015	Martin B Hensley	View
2	2154	UGRD	USBSC	CHSBS		In-Process	05/14/2015	05/14/2015	Martin B Hensley	View
3	2154	UGRD	USBSC	ECONBA		In-Process	05/29/2015	05/29/2015	Martin B Hensley	View
4	2154	UGRD	USBSC	GEOGBS	GIS	In-Process	05/14/2015	05/14/2015	Martin B Hensley	View
5	2154	UGRD	USBSC	GWSBA		In-Process	05/13/2015	05/13/2015	Martin B Hensley	View
6	2154	UGRD	USBSC	GWSBA	SQS	In-Process	05/13/2015	05/13/2015	Martin B Hensley	View
7	2154	UGRD	USBSC	ANTHBS	ARS	In-Process	05/13/2015	05/13/2015	Martin B Hensley	View
8	2154	UGRD	USBSC	POLBA	LPP	In-Process	05/08/2015	05/08/2015	Martin B Hensley	View

Viewing Academic Requirements

Navigation: UAccess Administrative Staff >Navigator >Academic Advisement >Academic Requirements >Define Academic Requirements

Users can view details about how a line is built that are otherwise not visible on an Academic Advisement Report. Main areas of interest would be how a line is capturing the units (All Stats or Verify), whether a limit line has been built, and if a Requirement has any hidden lines.

Curriculum Requesters will have view access only, and will not be able to make edits to this area.

Define Academic Requirements

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

Academic Institution:	begins with ▼	UAZ00
Academic Career:	begins with ▼	
Academic Program:	begins with ▼	
Academic Plan:	begins with ▼	
Academic Sub-Plan:	begins with ▼	
Requirement Usage:	= ▼	ADV
Academic Requirement:	begins with ▼	853
Description:	begins with ▼	

☑ Include History   ☐ Correct History   ☐ Case Sensitive

Search | Clear | Basic Search | Save Search Criteria
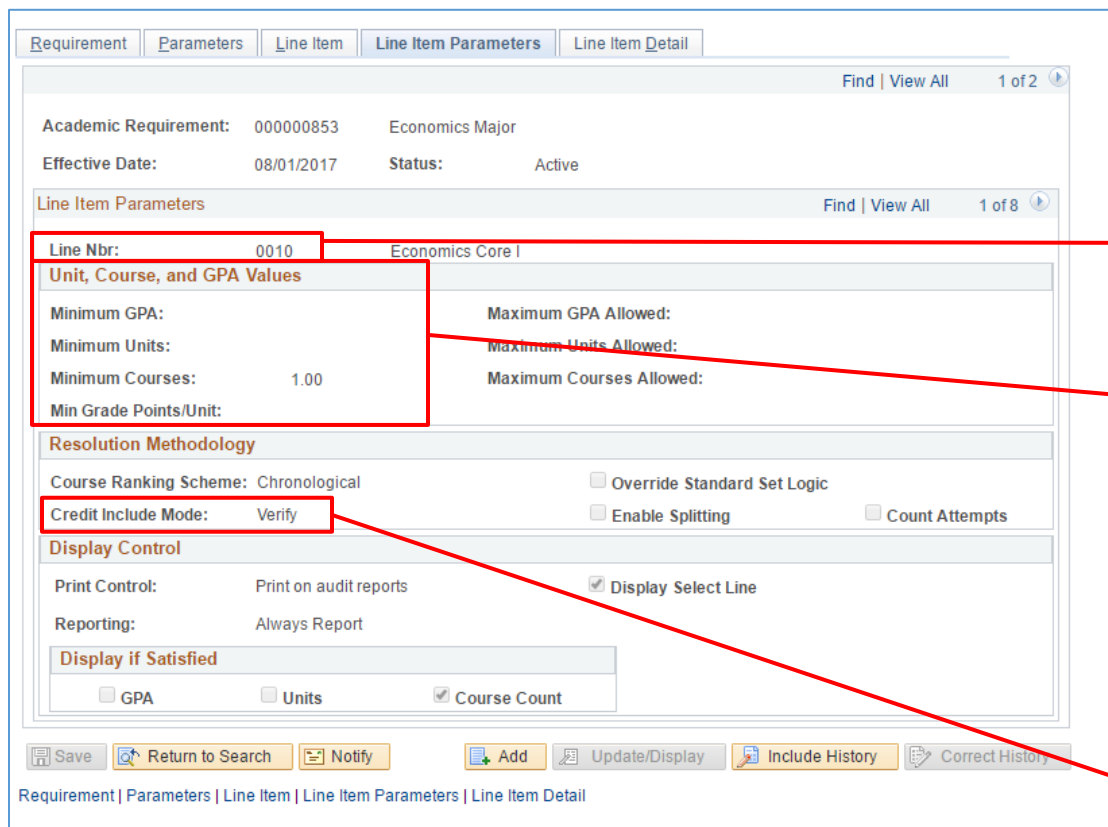
Use the search fields in the "Find an Existing Value" tab to locate a Requirement.

"Requirement Usage" should be entered as ADV.

"Academic Requirement" is the Requirement (or R) number. In this case, we're looking for detail on (R853/L10) from the ECONBA plan.

Line Item Parameters Tab

This tab shows information about how a line is structured.

Requirement | **Parameters** | **Line Item** | **Line Item Parameters** | **Line Item Detail**

Find | View All   1 of 2

Academic Requirement: 000000853   Economics Major
Effective Date: 08/01/2017   **Status:** Active

Line Item Parameters   Find | View All   1 of 8

Line Nbr: 0010   Economics Core I

Unit, Course, and GPA Values

Minimum GPA:	Maximum GPA Allowed:
Minimum Units:	Maximum Units Allowed:
Minimum Courses: 1.00	Maximum Courses Allowed:
Min Grade Points/Unit:	

Resolution Methodology

Course Ranking Scheme: Chronological   ☐ Override Standard Set Logic
Credit Include Mode: Verify   ☐ Enable Splitting   ☐ Count Attempts

Display Control

Print Control: Print on audit reports   ☑ Display Select Line
Reporting: Always Report

Display if Satisfied
☐ GPA   ☐ Units   ☑ Course Count

🖫 Save   ⟳ Return to Search   ✉ Notify   ➕ Add   Update/Display   Include History   Correct History

Requirement | Parameters | Line Item | Line Item Parameters | Line Item Detail

> **Line Number** (arrow right or "View All" to see all lines)

> **Line Parameters** (visible on Advisement Report)

> Verify lines check that a course has been met, but do not pull the units/course to the line. Verify lines "share" the course. Examples of verify lines: major/minor units, MCWA, Diversity Emphasis, and Additional Coursework.

Requirement | **Parameters** | **Line Item** | **Line Item Parameters** | **Line Item Detail**

Find | View All   1 of 2

Academic Requirement: 000000853   Economics Major
Effective Date: 08/01/2017   **Status:** Active

Line Item Parameters   Find | View All   3 of 8

Line Nbr: 0030   Economics Core 2

Unit, Course, and GPA Values

Minimum GPA:	
Minimum Units:	Maximum Units Allowed:
Minimum Courses: 2.00	Maximum Courses Allowed:
Min Grade Points/Unit:	

Resolution Methodology

Course Ranking Scheme: Chronological   ☐ Override Standard Set Logic
Credit Include Mode: All Stats   ☐ Enable Splitting   ☐ Count Attempts

Display Control

Print Control: Print on audit reports   ☑ Display Select Line
Reporting: Always Report

Display if Satisfied
☐ GPA   ☐ Units   ☑ Course Count

🖫 Save   ⟳ Return to Search   ✉ Notify   ➕ Add   Update/Display   Include History   Correct History

Requirement | Parameters | Line Item | Line Item Parameters | Line Item Detail

> All Stats lines pull in units/courses to the line and do not share. This type of line pulls a course to the first unsatisfied line that it can fulfill. Most general education, majors, and minors utilize All Stats lines as those courses should not be double used elsewhere.

Hidden Line
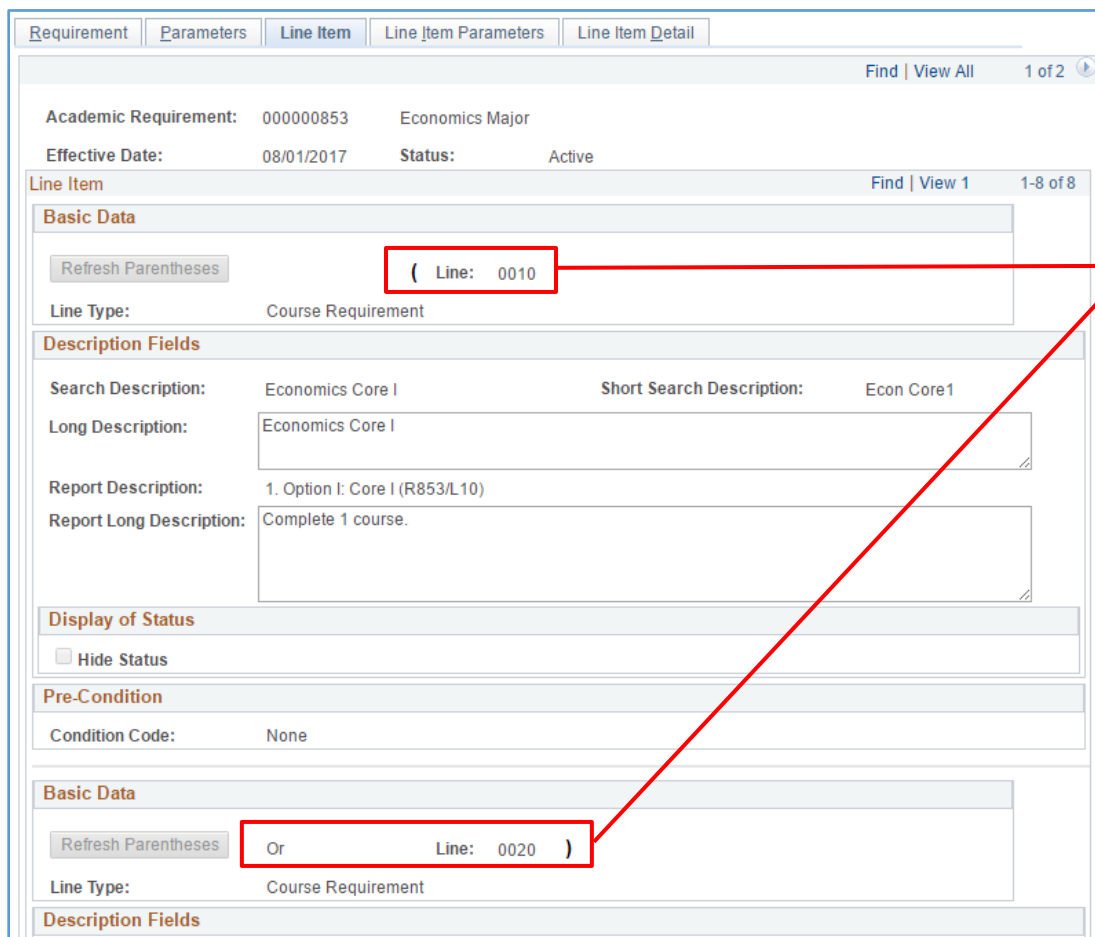
The image below is an example of a hidden line. This line acts as any visible line would, with its own parameters and course list, but is not printed automatically on an Advisement Report. In most cases, lines should be visible to students so that their options and requirements are known to them. A department may opt to use a hidden line for courses that will satisfy a requirement, but are not commonly used or available to students (example: a course number that UA does not offer, but has been articulated for transfer credit). This prevents students trying to enroll in unavailable courses and does not require advisors to make an exception when the course is used.

Line Nbr:	0020	OR 1. Option II: Core Mathemat

Unit, Course, and GPA Values

Minimum GPA:		Maximum GPA Allowed:	
Minimum Units:		Maximum Units Allowed:	
Minimum Courses:	1.00	Maximum Courses Allowed:	
Min Grade Points/Unit:			

Resolution Methodology

Course Ranking Scheme:	Chronological	☐ Override Standard Set Logic	
Credit Include Mode:	Verify	☐ Enable Splitting	☐ Count Attempts

Display Control

Print Control:	Print if there is line detail	☐ Display Select Line
Reporting:	Always Report	

Display if Satisfied

☐ GPA	☐ Units	☑ Course Count

Indicates this line will only print (show on the Advisement Report) if/when it has been satisfied. If a student completes the visible line option, they will not see that the hidden line is not satisfied.

Line Item Tab

The Line Item Tab shows information about lines' type and descriptions. Here, users can also see how lines are "connected." Most lines are connected via "And" which indicates "Also Required" but "Or" connectors indicate that options are available for a specific requirement.

Parentheses indicate lines are connected as options. "Or" indicates that students are required to complete one of the lines within parentheses to satisfy the course requirement. Once one option line is completed, only that line will appear on the Advisement Report; until then, all options will be shown.
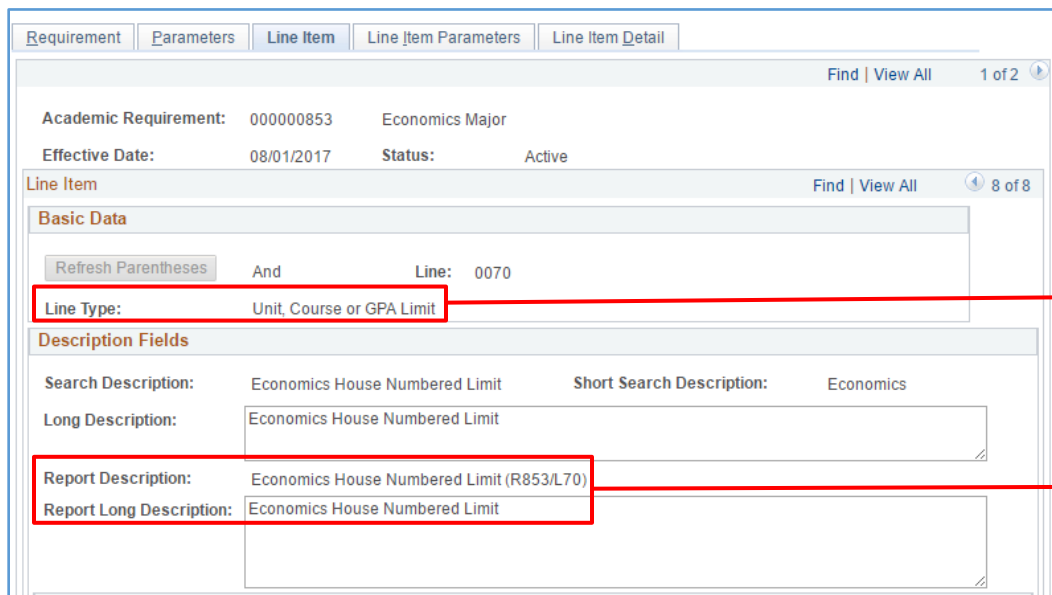
Most lines are connected via "And" which indicates "Also Required"

The "Report Description" and "Report Long Description" are the text displays for each line printed on the Advisement Report.

Limit Line

The image below is an example of a limit line. This line is not printed on the Advisement Report (so it is also "hidden"), but sets a limit on course use for the Requirement. If a limit is exceeded, the excess courses will not count toward this area on the Advisement Report. A department may opt to implement a limit for a variety of reasons, but the most common is a limit on house-numbered units (Internships, Independent Studies, Directed Research, etc.).
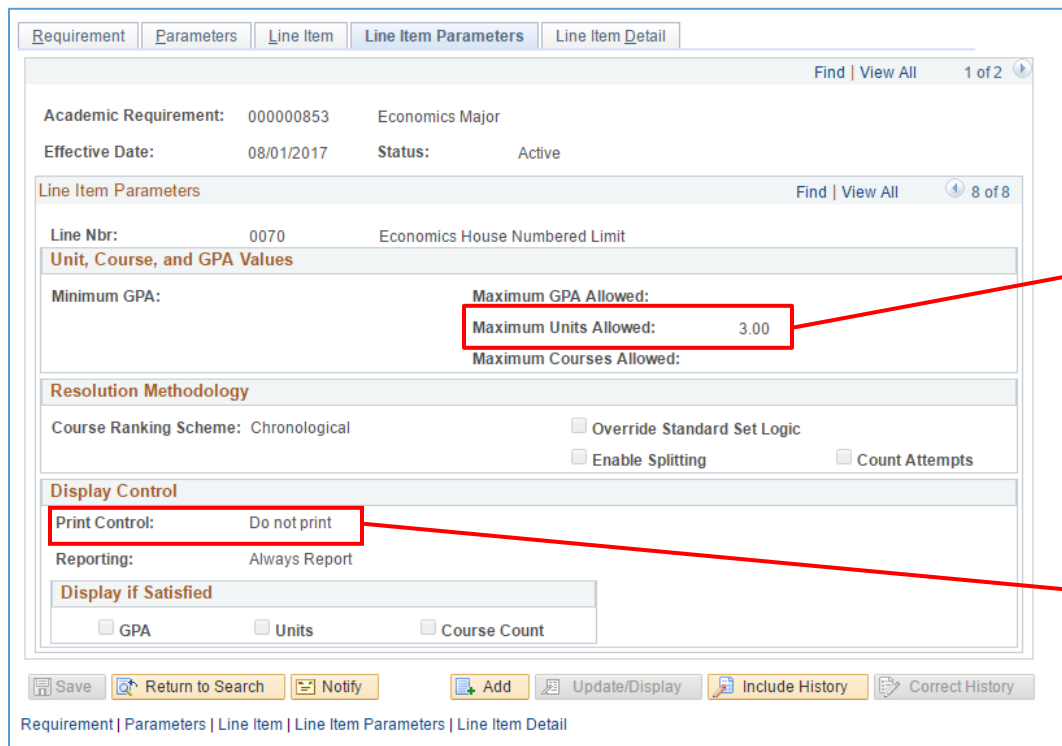
Indicates a limit line.

Description of the line; here, indicating that the limit is on units of house-numbered courses.

More information about the limit can also be viewed on the Line Item Parameters tab. Here, users can view the specifics of the limit, whether a certain GPA, or number of units or courses.

Indicates the limit; in this case, 3 units maximum of any course included in the Course List. If a student exceeds the limit, the excess units will not be included.
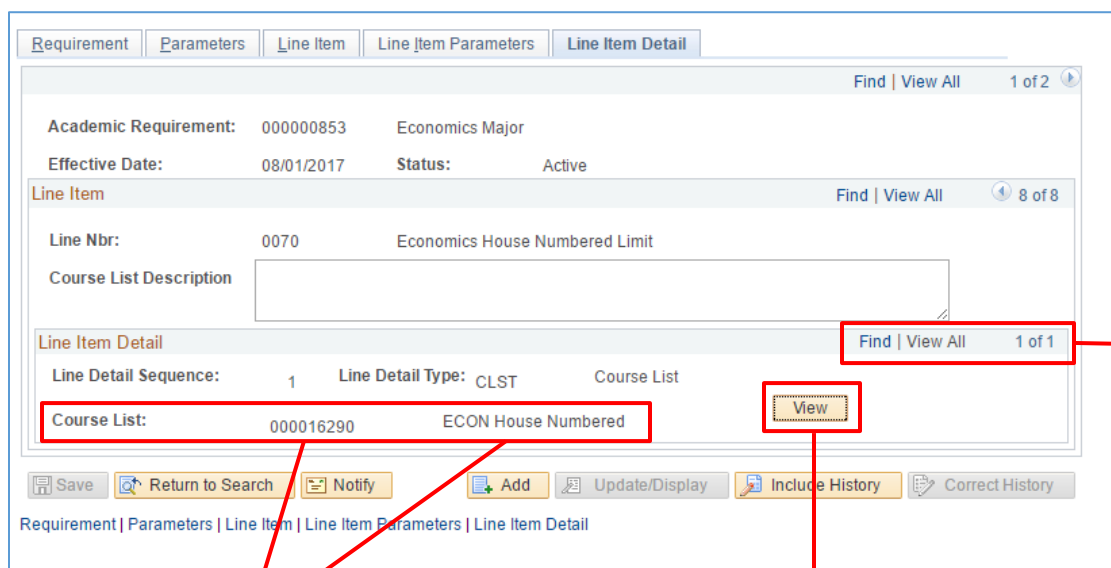
Indicates that this line is not visible on Advisement Reports.

Viewing Course Lists

Course lists are the course options listed for students on each line of an Advisement Report, whether hidden or visible. They are created as individual objects, each with a number, so that the same course list may be used for multiple lines across multiple Advisement Reports, as needed. Users can view the contents of a course list by referencing this number.

Line Item Detail Tab

To find a course list number, navigate to the "Line Item Detail" tab in "Define Academic Requirements."

This is the same limit line (R853/L70) from the previous page.

Course lists may be one list (as in this case) or there may be multiple lists.
With multiple lists, they may be combined, or one list excluded from another.

Course list number and description.

This "View" button will result in an error. The next step will explain how to view a course list. For now, take note of the course list number.

Define Course Lists

Navigation: UAccess Administrative Staff >Navigator >Academic Advisement >Academic Requirements >Define Course Lists

On the "Find an Existing Value" tab, use the following search criteria:

Academic Institution = "UAZ00"
Requirement Usage = "ADV"
Course List = the course list number

Course List Detail Tab

This tab shows users the actual list of courses included in the Course List group. A Course List may list specific course numbers, WildCards, or a combination of both.

Here is an example of a Course List with WildCard courses:

Indicates WildCard, which is any course that meets certain subject and catalog number criteria. Courses that meet criteria will be displayed on the Advisement Report.

The "#" sign stands for any digit. This indicates use of any ECON course with a "9" as the second digit of the course number, i.e. ECON 393 or ECON 499.

The asterisk (*) indicates that any letter may also follow the course number, i.e. ECON 498H.

Here is an example of a Course List with specific courses listed:

Course List Description	Course List Detail	Course List Parameters

Find | View All   1 of 1

Course List: 000001249   **Description:** ECON 339 and 276

Effective Date: 08/01/2006   **Status:** Active

Course List Details   Find   First ◄ 1-2 of 2 ► Last

*Course Sequence: 1   ☐ WildCard Indicator   ☑ Include Equivalent Courses   + −

Course ID: 007982 🔍   Economic Statistics   ECON 339
AREC 339

*Course Sequence: 2   ☐ WildCard Indicator   ☑ Include Equivalent Courses   + −

Course ID: 021925 🔍   Statistic Inference in Mngmt   BNAD 276

> Equivalent courses (courses with the same Course ID) must be included, and will be shown here.