

Module:	Degree Tracker
Business Process Name:	Updating and Submitting Degree Requirements
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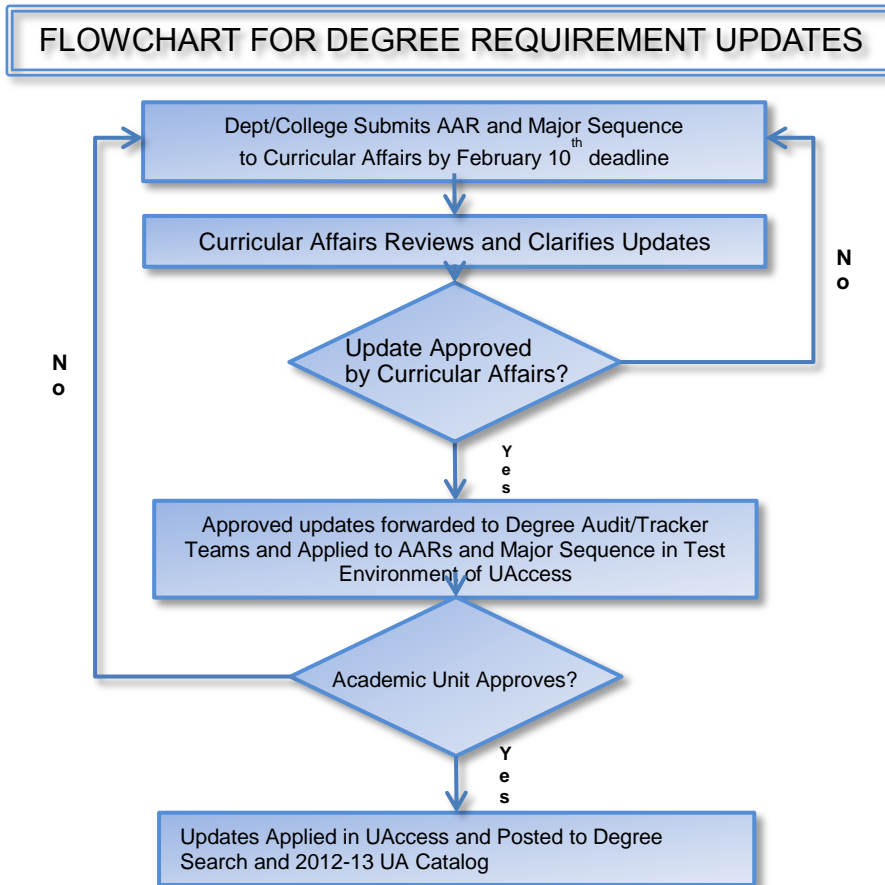
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Deadline

Degree requirement updates must be submitted on or before February 10th to be guaranteed for inclusion in the 2012-2013 UA Catalog.

I. Getting Started

The new process for submitting degree requirement updates is displayed in the following chart:



II. Terminology

- AAR-Academic Advisement Report
- AA-Academic Advising
- DT-Degree Tracker
- DS-Degree Search
- Major Sequences - Degree Tracker documents

III. Making Degree Requirement Updates

All communication and documents for the curriculum update process will now be housed on one site for all to reference:

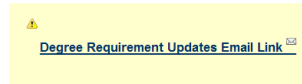
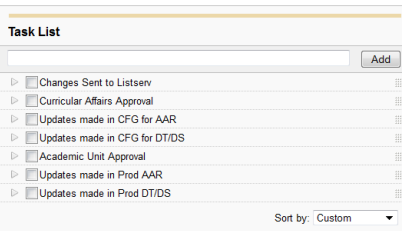
<http://confluence.arizona.edu/confluence/display/DRU/Degree+Requirement+Updates>

A. Select a College and Academic Unit

The main page displays the colleges that offer undergraduate majors. Each college page is broken into department sections, and these sections will contain the corresponding major document links.



Current 2011-2012 Requirements	Requested Changes	Updated for Academic Unit Approval
AA - Agribusiness Economics & Management BS	-	-
AA - Agribusiness Economics & Management BS - Agricultural Economics Option		
AA - Agribusiness Economics & Management BS - Agricultural Management Option		
AA - Agribusiness Economics & Management Minor		
AA - Environmental Water Resources Economics BS		
AA - Environmental Water Resources Economics Minor		
DT - Agribusiness Economics & Management BS - Agricultural Economics Option		
DT - Agribusiness Economics & Management BS - Agricultural Management Option		
DT - Environmental Water Resources Economics Minor		



In the 'Current 2011-2012 Requirements' column, all current 2011-12 programs (majors, minors, pre-majors, no major selected, etc.) are listed for the college and each unit in the college.

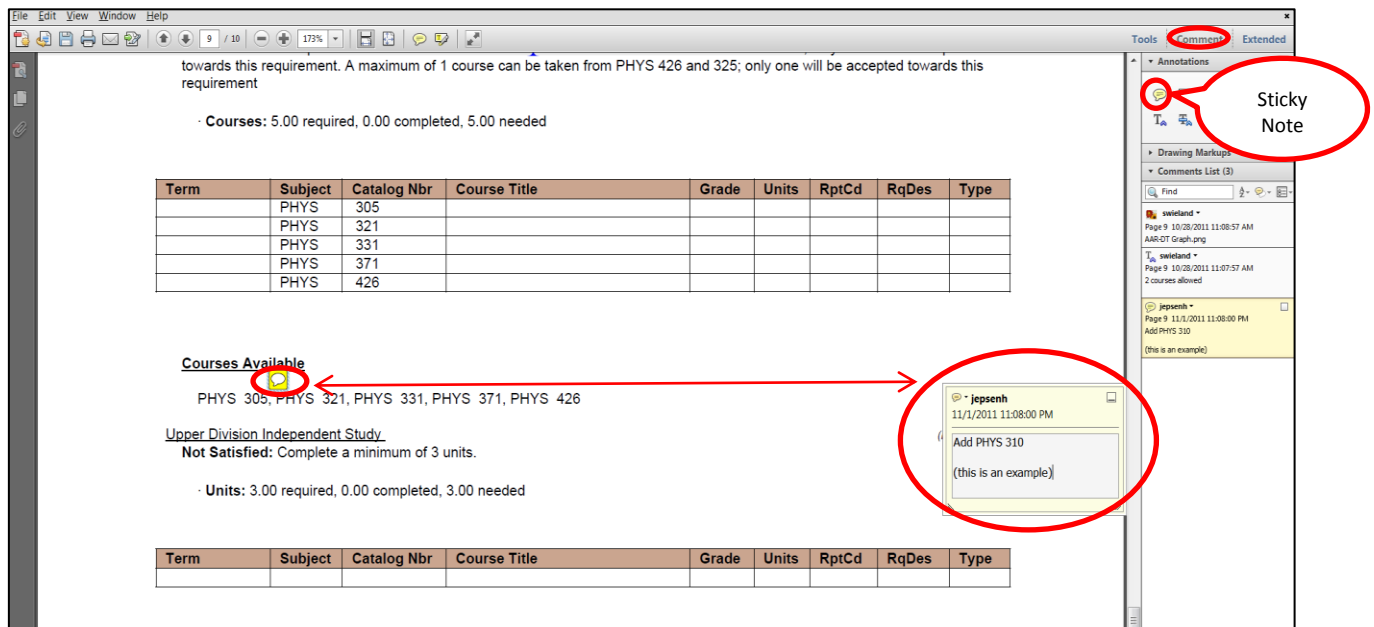
Review each AAR and major/minor sequence document in the list and indicate all degree requirement updates for 2012-13. AARs are in a PDF format that allows edits to be made within the documents; major/minor sequences are in an excel format for editing.

B. Editing Academic Advisement Reports (AARs)

To update an AAR, click on the document link in the first column (see picture above) and save the PDF to your computer by clicking on 'File' – 'Save as' and saving the document to a folder on your computer.

Please do not change the file names of the documents when you download the file. The AARs will be saved as AA_PLAN_SUBPLAN_2114 - each program's code(s) will appear in the name. E.g., AA_GEOGBS_GIS_2114 is the name of the document for the BS in Geography with an option in Geographical Information Systems.

1. After saving the PDF, open the document in your folder and click on 'Comments'* in the toolbar. This will open the editing toolbar. The preferred method of editing is by inserting electronic sticky notes in the requirements/areas that require updates.
2. Place your cursor on the requirement that you would like to update and click on the sticky note icon. A sticky note box will open and you can note updates for that requirement in the box. The note will be directly related to the site where you placed your cursor. All sticky notes are viewable for reference.



3. Add a new sticky note for each course/requirement being updated by moving your cursor and adding additional sticky notes.
4. After all edits have been made on the document, save the changes to the document on your computer and add the date completed to the document name. E.g., AA_GEOGBS_GIS_2114 becomes AA_GEOGBS_GIS_2113_12-18-11 which indicates that the document was updated on December 18, 2011.

*If the Comments tool bar does not appear you may need to update to Adobe Reader X (version 10.1.1). It can be downloaded for free at <http://get.adobe.com/reader/>

For assistance with completing AAR updates please contact the Degree Requirement Updates listserv - DEGREERQMTUPDATES@LISTSERV.ARIZONA.EDU. The AA and DT teams receive emails sent to this address so the first available representative will get to you as soon as possible.

C. Editing Major/Minor Sequences

To update a major/minor sequence, click on the document link* in the academic unit section of the Degree Requirements Updates web page and download the excel file to your computer by clicking on 'File – 'Save as' and saving the document to a folder on your computer.

***If there is no excel file link for your major/minor, it is because your major/minor ask not been asked to submit a sequence as of now. As we meet with majors/academic units the sequences will be uploaded to the confluence site for editing.**

Please do not change the file names of the documents when you download the file. The major/minor sequence documents will be saved as DT_PLAN_SUBPLAN_2114 - each unit's program code(s) will appear in the file name. E.g., DT_GEOGBS_GIS_2114 is the file name of the major sequence document for the BS in Geography with an option in Geographical Information Systems.

1. After saving the Excel file, open the document in your folder. Updates made to the sequence documents **must be highlighted in yellow**.
2. Degree Tracker requires academic units to update sequences for: a) the perfect scenario; b) sequences with multiple placements in math; and c) sequences with multiple second language placements. All scenarios can be saved in one document by adding additional worksheets to the document. To add a new worksheet, click on the tab at the bottom of the document. A new, blank worksheet will open named "Sheet1" – to change the name of the worksheet, right click on the Sheet1 tab, select 'Rename' from the drop down box and name the worksheet.
3. After all updates are complete, save the changes to the document and add the date completed to the document name. E.g., DT_GEOGBS_GIS_2114 becomes DT_GEOGBS_GIS_2114_12-18-11 which indicates that the document was updated on December 18, 2011.

Course Title	Units	UD	Check point	Req.	Type	Term	Preferred Sequence	Pre-requirement?	Co-requirement?	Co-sequence?	Code	Notes	PCC Course Equivalents	MCCC Course Equivalents
SEMESTER 1														
MATH 109, or MATH 110, or MATH 112	3				F	1	1					Math 109 College Algebra with Data Analysis Math 110 College Algebra	MAT 144 or 151	MAT 151
ENGLISH 101 First-Year Composition	3				F	1	2					Math 112 College Algebra Concepts and Applications	WRT 101	ENG 101
ABE 120 OR MIS 111 (remove ABE 120)	3				Ma	F	1	3				ABE 120 Microcomputing Applications MIS 111 Computers and Internetworked Society	CIS 100	CIS 105
MIS 111	4				Ma	F								
TIER 1	3				GE	1	4						General Education	General Education
AREC 197A Strategy and Planning for Academic Success	1				E	1	5							
SEMESTER 2														
ENGLISH 102 First-Year Composition	3				F	2	2					Math 115a Business Mathematics I Math 163 Basic Statistics Math 263 Intro to Statistics and Biostats. ITSA 116 Statistical Foundations for the Information Age	WRT 102	ENG 102
MATH 115a, OR 163, OR 263, OR ITSA 116	3				Ma	F	2	1					MAT 173 or 167	MAT 206
ECON 200 Basic Economic Issues or ECON 201A and ECON 201B	3		X		Ma	F	2	3					ECN 200 or ECN 201 & 202	ECN 211 & 212
TIER 1	3				GE	2	4						General Education	General Education
TIER 1	3				GE	2	5						Any Language	Any Language
SEMESTER 3														
ACCT 200 Introduction to Financial Acct.	3				Ma	F	3	2				ECON 201A Principles of Economics (Micro) and Econ 201b Principles of Economics (Macro) together can substitute for ECON 200.	ACC 101	ACC 211
MATH 113 OR 124 or 125	3				Ma	F	3	1				Math 113 Elements of Calculus (3) Math 124 Calculus with Applications (5) Math 125 Calculus I (3)	MAT 212 or 220	MAT 213 or 221
TIER 1	3				GE	3	3						General Education	General Education
TIER 1	3				GE	3	4						General Education	General Education
First Semester Second Language	4				F	3	5						Any 101	Any 101
SEMESTER 4														
Tier 1	3				GE	4	1							
Second Semester Second Language	4				F	4	2						General Education	General Education
ACCT 210 Introduction to Managerial Accounting	3				Mi	4	3						General Education	General Education
TIER 2	3				GE	4	4						General Education	General Education
TIER 2	3				GE	4	5						General Education	General Education

For assistance with completing major/minor sequence updates please contact the Degree Requirement Updates listserv - DEGREERQMTUPDATES@LISTSERV.ARIZONA.EDU. The AA and DT teams receive emails sent to this address so the first available representative will get to you as soon as possible.

IV. Submitting Degree Requirement Updates

When all the updates have been made to the AAR and Major/Minor Sequence documents, forward the documents for review and entry in the degree audit and degree tracker systems.

1. Email the AAR and Major/Minor Sequence documents as attachment(s) by sending them to DEGREERQMTUPDATES@LISTSERV.ARIZONA.EDU or by clicking on the Degree Requirement Updates email link on the academic unit web page (pictured below).

All updates **MUST** be sent to DEGREERQMTUPDATES@LISTSERV.ARIZONA.EDU.
Updates sent to other email addresses cannot be accepted.

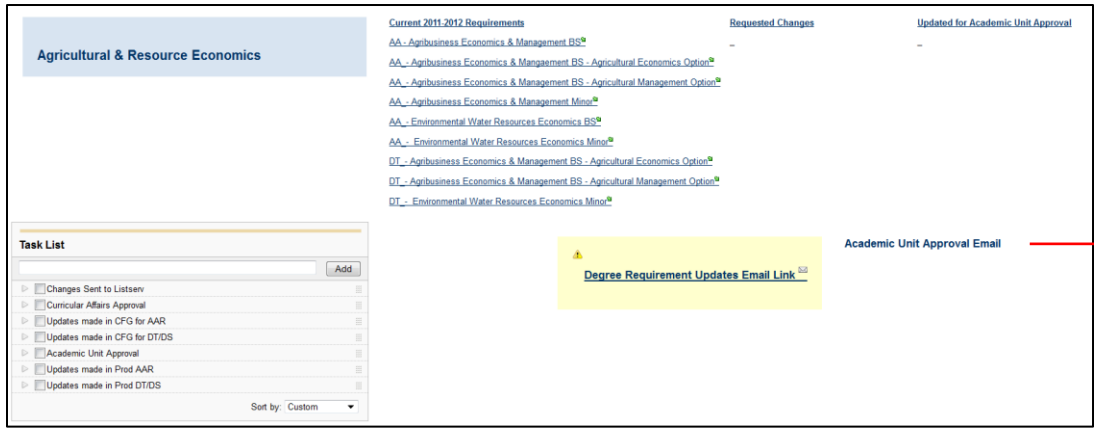
2. Enter the appropriate academic unit and college name in the subject of the email.
3. In the body of the email message enter the following information:
 - a. Name of the academic unit head/faculty member who approved the updates
 - b. Name and contact information for the person submitting the updates and to whom questions about the updates may be directed.

For assistance with submitting AAR/sequence documents please send a message to the listserv:
DEGREERQMTUPDATES@LISTSERV.ARIZONA.EDU

V. Review and Approval Process

Once updates have been sent as attachments via the Degree Requirement Updates *by listserv only* the documents will be uploaded under “Requested Changes” for approval by Curricular Affairs.

1. The edited documents in the Requested Changes column will be titled AA or DT_Plan_Sub_ED with the specific academic plan/subplan in the name. Units can view the documents to verify the changes submitted to Curricular Affairs.
2. Curricular Affairs will review the requests and either: a) approve the updates and notify the AA and DT teams that the changes are ready to be entered in the systems; or b) return the documents to the academic units for clarification or changes.
3. Once Curricular Affairs approves the submitted changes, the AA and DT team will configure the changes in a test environment of UAccess and the newly configured 2012-13 requirements will be uploaded in the ‘Updated for Academic Unit Approval’ column on the Degree Requirement Updates web page. Documents will be saved as AA or DT_Plan_Subplan_2124 with the specific academic plan/subplan in the file name.
4. Once the updates have been made in the systems, 2012-13 AAR and major/minor sequence draft documents will be uploaded to the Degree Requirement Updates web site and academic units will be notified and asked to confirm the updates. Once the academic unit verifies the updates, the unit must send an email message to DEGREERQMTUPDATES@LISTSERV.ARIZONA.EDU indicating they approve the updates. This message will serve as the official approval of the updates as entered in the AA/DT systems. Academic unit representatives will be given a two-week period from the time they receive notification that the 2012-13 documents have been uploaded to verify and approve the updated requirements.



5. The email approval will be uploaded to the academic unit section of the Degree Requirement Updates site as the academic unit's verification of the updated requirements. ←
6. Once the approval email is received from the academic unit, the official updates will be applied in UAccess and posted to Degree Search and UA Catalog web pages. *If no approval is received from academic units, no changes will be made and the current 2011-2012 degree requirements will be published in the 2012-2013 UA Catalog.*
7. If additional updates are needed after the unit has approved requirement updates for 2012-13, unit representatives may submit additional updates to the AAR and major/minor sequence documents in the "Requested Updates" column any time prior to February 10, 2012. After updates have been made, representatives will follow the steps noted above to send another request to the Degree Requirement Updates listserv. This serves as a new submission date and must be no later than February 10th to ensure inclusion in the in the 2012-13 UA Catalog.
8. All changes submitted on or before February 10th are guaranteed for inclusion in the 2012-2013 UA Catalog.

VI. Track Status of Degree Requirement Updates

Academic units can track the progress of the degree requirement updates by locating their unit under the college page and viewing the task list. When each step is completed it will be checked off by the appropriate person in the update process (AA team, DT team or Curricular Affairs).

