

Module:	Degree Tracker
Business Process Name:	<b>Updating and Submitting Degree Requirements</b>
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Creation Date:	October 31 <sup>st</sup> , 2011
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Latest Edits:	September 30, 2013
Updates for Catalog Year:	2014-2015

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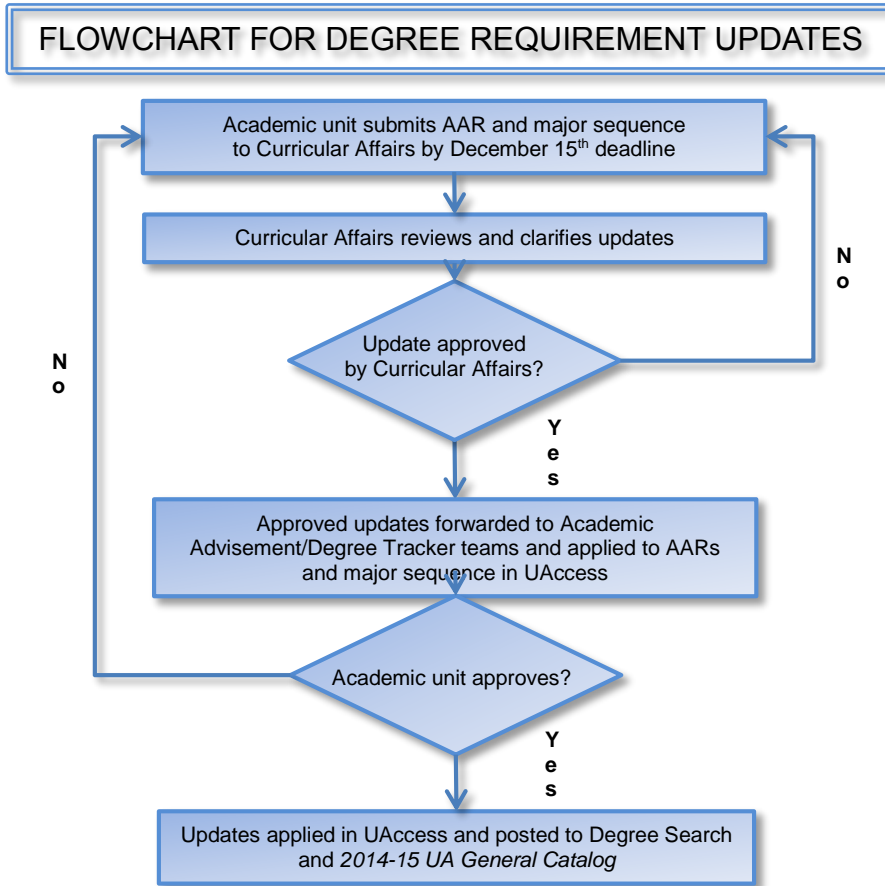
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**Deadline**

Degree requirement updates must be submitted on or before December 15<sup>th</sup> to be published in mid-April for the first orientation session.

**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
- SP-Smart Planner
- DS-Degree Search
- Major Sequences – Smart Planner (Degree Tracker) documents

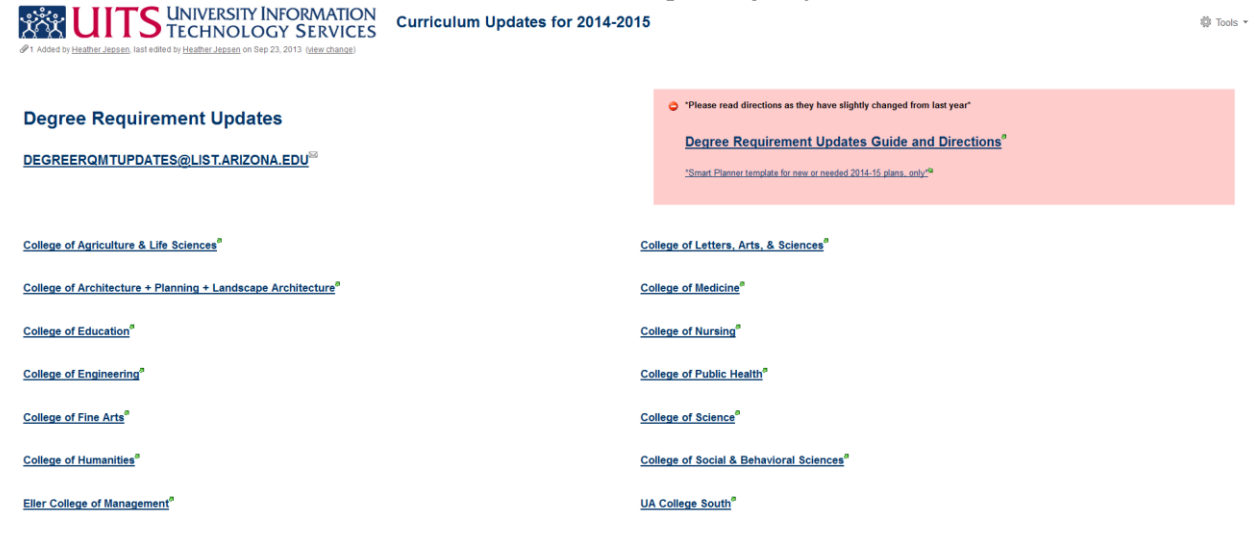
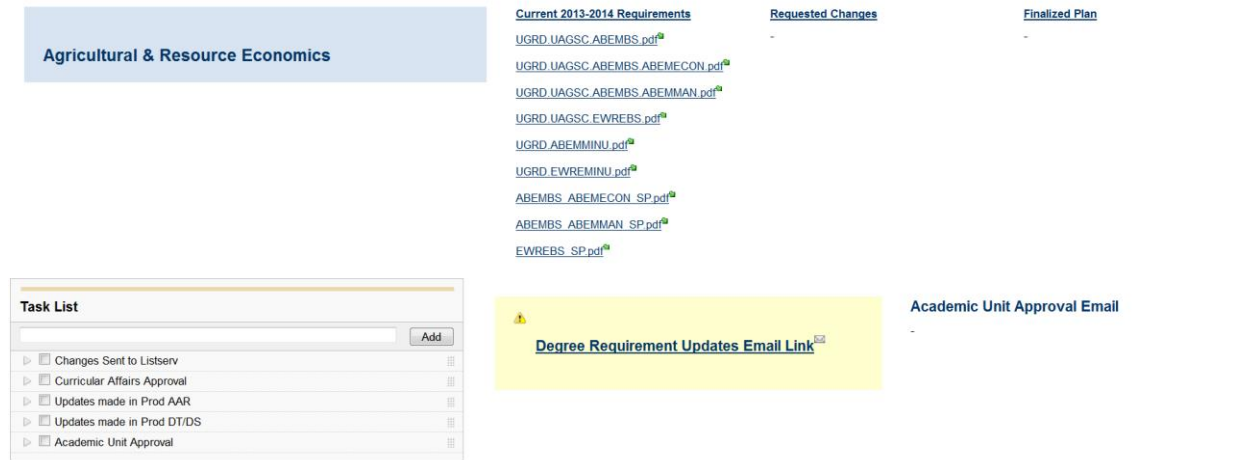
### III. Making Degree Requirement Updates

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/Curriculum+Updates+for+2014-2015>

#### A. Select a College and Academic Unit

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

In the ‘Current 2013-2014 Requirements’ column, all current 2013-14 programs (majors, minors, pre-majors, no major selected, etc.) are listed for the college and each academic unit in the college.

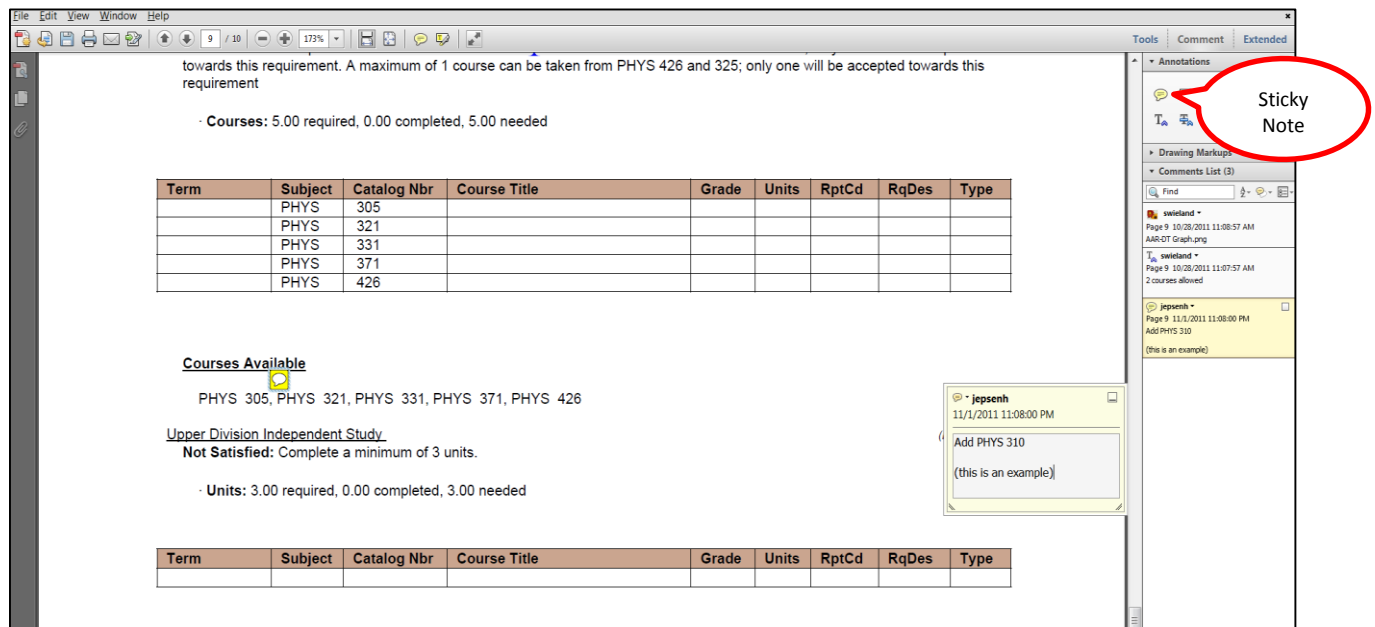
Please save the PDFs to your local desktop. Review each AAR and major/minor sequence document in the list and indicate all degree requirement updates for 2014-15. AARs and SP sequences are in a PDF format that allows edits to be made within the documents.

## B. Editing Academic Advisement Reports (AARs) and Smart Planner Sequences (SP)

To update an AAR or SP sequence, 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 UGRD\_PROGRAM\_PLAN\_SUBPLAN or UGRD\_MINOR - each program's code(s) will appear in the name. E.g., UGRD\_UAGSC\_ABEMBS\_ABEMECON is the name of the document for the BS in Agribusiness Economics and Management with an option in Agribusiness Economics. The Smart Planner files will be saved as PLAN\_SUBPLAN\_SPECIALIZATION\_SP.

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.



towards this requirement. A maximum of 1 course can be taken from PHYS 426 and 325; only one will be accepted towards this requirement

· Courses: 5.00 required, 0.00 completed, 5.00 needed

Term	Subject	Catalog Nbr	Course Title	Grade	Units	RptCd	RqDes	Type
	PHYS	305						
	PHYS	321						
	PHYS	331						
	PHYS	371						
	PHYS	426						

Courses Available  
PHYS 305, PHYS 321, PHYS 331, PHYS 371, PHYS 426

Upper Division Independent Study  
Not Satisfied: Complete a minimum of 3 units.

· Units: 3.00 required, 0.00 completed, 3.00 needed

Term	Subject	Catalog Nbr	Course Title	Grade	Units	RptCd	RqDes	Type

Sticky Note: Add PHYS 310 (this is an example)

3. Add a new sticky note for each course/requirement being updated by moving your cursor and adding additional sticky notes.
4. When updating SP information, please check to see that requirements are listed in the correct sequence, pre-requirements and co-requirements are correct, or list any new requirements.

**ABEMBS ABEMECON 4 year sequence (Requirement: 00008303, Effective Date: 08/01/2012)**

Acad Prog:	UAGSC	College of Ag & Life Sciences	Default Units Per Term:	16	Send to Degree Search:	Yes
Acad Plan:	ABEMBS	Agribusiness Economics & Mgmt	Total Units to Graduate:	120	Use Catalog Prefs:	Yes
Acad Sub-Plan:	ABEMECON		Publish to Advisor:	Yes		
Student Group:			Publish to Student:	Yes		

1st Semester (Units: 12, Lines: 4)

<b>01.01 MATH 109C Applied College Algebra with Data Analysis or MATH 112 College Algebra Concepts and Applications</b> 0010, Foundation Requirement (Math), Units: 3
Pre-Requirement <ul style="list-style-type: none"> <li>• Math 100 (7051/0010)</li> <li>or</li> <li>• Math 100B (7052/0030)</li> <li>• Math 100AX (7052/0010)</li> <li>and</li> <li>• SAS 100AX (7052/0020)</li> </ul>
<b>01.02 ENGL 101 First Year Composition</b> 0020, Foundation Requirement (English), Units: 3
<b>01.03 MIS 111 Computers and Internetworked Society</b> 0030, Major Requirement (Major Foundation), Units: 3
<b>01.04 Tier I General Education</b> 0001, General Education Requirement (Tier I), Units: 3

Semester one, course one

Semester one, course two

- 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., UGRD\_UAGSC\_ABEMBS\_ABEMECON becomes AA\_ABEMBS\_ABEMECON or (SP\_ABEMBS\_ABEMECON).

*\*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 or SP updates please contact the Degree Requirement Updates listserv - [degreerqmtupdates@list.arizona.edu](mailto:degreerqmtupdates@list.arizona.edu)** . Curricular Affairs, 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 SP sequence documents, forward the documents for review and entry in the degree audit and smart planner (degree tracker) systems.

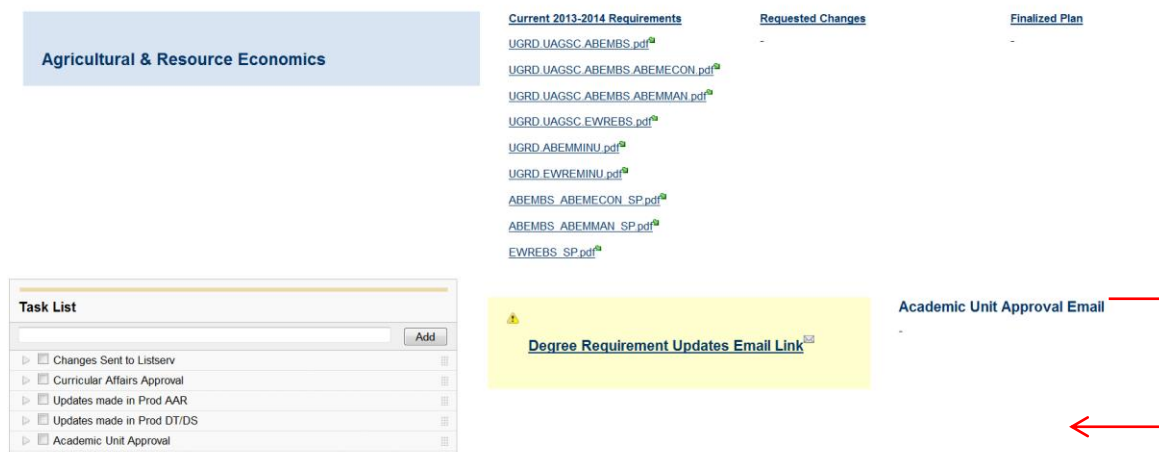
- Email the AAR and SP sequence documents as attachments by sending them to [degreerqmtupdates@list.arizona.edu](mailto:degreerqmtupdates@list.arizona.edu) or by clicking on the Degree Requirement Updates email link on the academic unit web page (pictured below).  
*\*Only PDF files will be accepted for update requests. Email requests without a PDF will be redirect to the website and asked that comments be added to the PDF files and sent to the listserv address.*  
 All updates MUST be sent to [degreerqmtupdates@list.arizona.edu](mailto:degreerqmtupdates@list.arizona.edu)  
*Updates sent to other email addresses cannot be accepted. In the past this was possible, but to ensure accuracy of information and completion within the timeline we can only accept them to this address. Do not send to a member of the Curricular Affairs office or a Business Analyst within UITS as this may result in a delay in processing the updates.*
- Enter the appropriate academic unit and college name in the subject of the email.
- In the body of the email message enter the following information:
  - Name of the academic unit head/faculty member who approved the updates
  - 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/SP documents please send a message to the listserv: [degreerqmtupdates@list.arizona.edu](mailto:degreerqmtupdates@list.arizona.edu)**

## **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. For tips and a guideline as regarding what changes require additional approval and steps along with items which cannot be changed in the updates, please review the Business Process Guide from Curricular Affairs.

1. The edited documents in the Requested Changes column will be titled AA or SP\_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 UAccess and the newly configured 2014-15 requirements will be uploaded in the ‘Finalized Plan’ column on the Degree Requirement Updates web page. Documents will be saved as AA or SP\_Plan\_Subplan\_2144 with the specific academic plan/subplan in the file name.
4. Once the updates have been made in the systems, 2014-15 AAR and DT 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@list.arizona.edu](mailto:degreerqmtupdates@list.arizona.edu) indicating they approval the updates. This message will serve as the official approval of the updates as entered in the AA/SP systems. Academic unit representatives will be given a **two-week** period from the time they receive notification that the 2014-15 documents have been uploaded to verify and approve the updated requirements.



The screenshot shows the Degree Requirement Updates web interface. On the left, there is a 'Task List' with items like 'Changes Sent to Listserv', 'Curricular Affairs Approval', 'Updates made in Prod AAR', 'Updates made in Prod DT/DS', and 'Academic Unit Approval'. The main content area is divided into three columns: 'Current 2013-2014 Requirements', 'Requested Changes', and 'Finalized Plan'. The 'Requested Changes' column lists several PDF documents for different academic units. A yellow box highlights a 'Degree Requirement Updates Email Link' with a red arrow pointing to the 'Academic Unit Approval Email' section.

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 sign off/approval is not received from the Academic Units, it will be assumed that the edits are correct and the information will be uploaded to the catalog.* Submissions received after the December 15<sup>th</sup> deadline will be subject to review. Once reviewed the department will be notified whether or not the changes will be included in the 2014-15 catalog or if they must be resubmitted during the 2015-16 call for curriculum updates. **To ensure your updates make it in to the 2014-15 catalog please submit changes by the December 15<sup>th</sup> deadline.**
7. If additional updates are needed after the unit has approved requirement updates for 2014-15, unit representatives may submit additional updates to the AAR and major/minor sequence documents in the “Requested Updates” column any time prior to December 15<sup>th</sup>, 2013. 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 December 15<sup>th</sup> to ensure updates are complete prior to the first orientation session in mid-April.
8. All changes submitted on or before December 15<sup>th</sup> are guaranteed for inclusion in the 2014-2015 UA Catalog.