

# Degree Search 4-Year Sample Plan Update Guide

Office:	Office of the Registrar, Academic Catalog & Policies
Business Process Name:	<b>Degree Search 4-Year Sample Plan Update</b>
Creation Date:	August 1, 2017
Updated:	December 18, 2020
Updates for Catalog Year:	2021-2022
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I. **Creating a Degree Search 4-Year Sample Plan for a New Program**

The Degree Search spreadsheet is only used to submit the initial Degree Search 4-Year Sample Plan for a degree program (for newly-created programs, and for programs that do not yet have a 4-Year Sample Plan published in Degree Search).

**\*\*\*\*Degree Search 4-Year Sample Plan requirements must match ADVIP requirements\*\*\*\***

**Under “Requirement Line Description” column:**

List the catalog subject, course number and official title for specific required coursework (e.g. ASTR 250 Fundamentals of Astronomy). Add a generic title/place holder for requirements with more than one course option (e.g. Upper Division Major Elective, General Elective, Minor Course, First Semester Chemistry, etc.). These generic line titles must match your advisement reports. **Use consistent terminology (Math, Second Language, GE Tier 1, GE Tier 2) when listing generic GE/Foundations coursework.**

1	<b>CATALOG YEAR</b>
2	2018
3	<b>Requirement Line Description</b>
4	<b>SEMESTER 1</b>
5	ENGL 101 First-Year Composition
6	GE Tier 1
7	Math
8	Second Language
9	ENGR 102A Intro to Engr Lecture Series

**Under “Units” column:**

**List the minimum unit amount for the corresponding line** (do not list unit ranges). For example, Foundation Math line could contain 3 and 4 unit courses; list 3 units.

You can modify the spreadsheet to create additional rows in each semester, if needed.

1	CATALOG YEAR	CAREER	PROGRAM	PLAN	S
2	2018	UGRD			
3	Requirement Line Description	Subject	Catalog	Units	T
4	SEMESTER 1				
5	ENGL 101 First-Year Composition			3	
6	GE Tier 1			3	
7	Math			3	
8	Second Language			4	
9	ENGR 102A Intro to Engr Lecture Series			1	

II. **Submitting the Degree Search Spreadsheet**

1. Save the spreadsheet using the plan (and sub-plan) code and catalog year in the title (Examples: w/out sub-plan: **COMMBA.2020** and w/sub-plan: **MATHBS.ECONBUS.2020**)
2. Upload the spreadsheet to your UA Curriculum Update module (ADVIP update module in UAccess) under “Curriculum Update Extras” tab during the annual Curriculum Update submission window.

III. **Updating an Existing Degree Search 4-Year Sample Plan**

Updates to existing Degree Search 4-Year Sample Plans are submitted annually through the UA Curriculum Update module in UAccess, using the Degree Search tab in the module. Refer to “[How to: Submit Annual Curricular Updates](#)” for additional information.

IV. **Contact for Questions and Assistance**

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