

BACKGROUND

Annual updates to academic plan requirements, academic plan descriptions and learning outcomes, and four-year plan data displayed in Degree Search are submitted using the UA Curriculum Update process in UAccess Student. A call for curricular updates will be made through the Registrar's Office at the beginning of each Fall semester, typically in late August or early September, for the following catalog year. Those responsible for updating curriculum should submit all updates by the stated deadline, typically in late October or early November.

A submission should be entered for each undergraduate plan each year; this includes majors and subplans, minors, and undergraduate certificates. If no changes are necessary for a plan, a submission should be entered acknowledging that no updates are needed for the upcoming year.

A video overview of this process is available online.

USING THIS GUIDE

This guide is broken into several sections, each covering a different element of the annual curricular update submission process:

Begin a New Submission

Enter ADVIP Updates

Enter Plan Description and Learning Outcome Updates

Enter Degree Search 4-Year Plan Updates

Finalize Updates and Submit

Update and Resubmit Requests when Returned to Department

Review Updated ADVIP and Confirm Changes

HOW TO: BEGIN A NEW SUBMISSION

Step 1 In UAccess Student, navigate to Curriculum Management \rightarrow UA Curriculum Management \rightarrow UA Curriculum Update \rightarrow Submit Curriculum Update. Click Add a New Value to begin a new submission. To search for updates previously initiated, click Find an Existing Value and continue working as necessary. Step 2 Enter the plan code, subplan code **UA Submit Curriculum Update** (if any), and the current term, to pull current system data for the Find an Existing Value Add a New Value plan. This is the data that will be adjusted for the upcoming catalog Academic Plan ENGLBA Q year. Click Add. Academic Sub-Plan Q *Curricular Updates for the Fall* Term 2204 🔍 2021 catalog year are submitted during Fall 2020; thus, the 2204 term code is used to pull the most Add current curriculum data into the request form.



ноw то	: ENTER ADVIP UPDATES	
Step 1	On the tab labeled (1) Curriculum Update, view the Requirement Groups currently included in the Advisement Report. Undergraduate Graduation Requirements, Foundation Mathematics, Undergraduate General Education and Foundation Requirements, and Additional Coursework requirement groups will display as View Only. In the unlikely event that modifications to these requirements are necessary, contact Curricular Affairs at curricular affairs@list.arizona.edu	(1) Curriculum Update (2) Descr & Learning Outcomes (3) Degree Search (4) Submit Submit Curriculum Update English BA Fall 2020 Requirement Groups Find First 1 of 5 Last Undergraduate Graduation Requirements (RG511) view onLyp 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:
Step 2	Use the arrow buttons to view each Requirement Group. Updates may be submitted for any requirement group that does not specify [VIEW ONLY] in the top right corner.	Fall 2020 Find First 5 of 5 Last Edit Requirement Group Add New Line courses consult with your advisor.
Step 3	Use the links to the right of each requiren	nent group element as needed to make adjustments:
Step 3a	Use <i>Edit Requirement Group</i> to update the descriptive text for the full Requirement Group. View the current descriptive text in the <i>Report Long Description</i> field; use the <i>Comments</i> field to enter the text that should replace the current description. Click Ok when complete. If needed, click Discard Changes to remove comments previously entered that are no longer desired.	BA in English (RG707) Edit Requirement Group Bachelor of Arts in English Add New Line Equivalent ENGV courses may be available through UA South. For approved courses consult with your advisor. Update Curriculum Group Update Curriculum Group Requirement Group Details Requirement Group 000707 BA in English (RG707) Report Long Description Bachelor of Arts in English Equivalent ENGV courses may be available through UA South. For approved courses consult with your advisor.
	A red bar indicating changes to the Requirement Group will appear on the main page.	Comments Enter new Requirement Group descriptive text here. Ok Cancel Discard Changes English BA Fail 2020 Requirement Groups Find First • 5 of 5 • Last Has Changes BA in English (RG707) Bachelor of Arts in English Add New Line Equivalent ENGV courses may be available through UA South. For approved courses consult with your advisor.



Step 3b	Use Add New Line to create a new line	BA in English (RG707) Edit Requirement Group
	in the Requirement Group.	Bachelor of Arts in English
		Equivalent ENGV courses may be available through UA South. For approved courses consult with your advisor.
	Select the Requirement to which the new line should be added using the <i>Requirement</i> drop-down. Select the location within the Requirement where the new line should be placed using the <i>New Line Nbr</i> drop- down.	Add New Requirement Line Requirement Group 000707 BA in English *Requirement 01041 - English Major *New Line Nbr After 0030 - 5. Upper Division Shakespeare (R1041/L30)
	Enter the Minimum Units or Minimum	Requirement Line Parameters
	Courses required to satisfy the new line.	
	along with the Minimum Grade Points	New Minimum Onits 3.00 Hide display on advisement Report
	per unit, if needed.	
	Note: most lines require either a	New Minimum Grade Points/Unit 2.00
	number of courses. Listing both means that students will need to meet both criteria in order to satisfy the line; consider the number of units each course in the line is worth when deciding the parameters for the line.	Requirement Line Parameters
		New Minimum Units
	Use the Hide display on advisement	
	<i>Report</i> checkbox to indicate a Hidden	
	Line. These lines only display on a	New Minimum Grade Points/Unit
	student's advisement report when the	
	line has already been satisfied. These	
	are seldom needed and are typically	
	used to address exceptions commonly	New Course List
	made for transfer students or other	Personalize Find 🖉 🌉 First 🚯 1-3 of 3 🕟 Last
	special circumstances.	Subject Consend of Course ID Description Status Backdate? 1 ENGL Q 303 Q 005988 Black Womanist Writers Active Image: Course ID
		2 ENGL Q 351A Q 013624 Intro LGBTQQC Texts Active . + -
		3 ENGL Q 354 Q 033297 Feminist Literary Theory Active
	Enter the course(s) that can be used to	Report Long Description
	satisfy the line in the New Course List	New Line Title
	section.	
	Enter the desired title for the line in the	
	Report Long Description field and add	
	any additional comments in the	
	Comments field.	
	Click Discard Changes to remove	
	changes previously entered that are no	
	longer desired	Has Changes
	ionger desired.	New Line After 5. Upper Division Shakespeare (R1041/L30) Edit Line New Line Title Edit Line
	The new line will appear on the main	Course Description Units Status
	page in the selected location and will	ENGL 303 Black Womanist Writers 3.00 Active ENGL 351A Intro LGBTQQC Texts 3.00 Active
	display the new title and new course list	ENGL 354 Feminist Literary Theory 3.00 Active
	specified	



Step 3c	Use Edit Reauirement to update the	Requirements	
otop oo	descriptive text for a Requirement	English Major (R1041)	Edit Requirement
	within the Requirement Group.	English Major	
		Update Requirement	
	View the current descriptive text in the	Requirement Line Details	
	Report Long Description field; use the	Bequirement Croup 000707	
	<i>Comments</i> field to enter the text that	BA in English (RG707)	
	should replace the current description.	Requirement 000001041 English Major (R1041)	
	Click Ok when complete.	Report Long Description	
	Click Discard Changes to remove	English Major	
	no longer desired		
	A red bar indicating changes to the		
	Requirement will appear in the		
	Requirement Group.	Comments	
		New descriptive text here.	
		Requirements	
		Has Changes	
		English Major (R1041)	Edit Requirement
		English Major	
Stop 2d	Liss Edit Line to undate the line	2 Core (R1041/L10)	
Step Su	parameters course list or descriptive	Complete 3 courses.	Edit Line
	text for an individual line within a	Course Description Units Status FNGL 373A Brit+Am Lit-Beowulf-1600 3.00 Active	
	Requirement.	ENGL 373B Brit+Am Lit:Rest-19th C 3.00 Active	
		ENGL 380 Literary Analysis 3.00 Active	
	Use the New Minimum Units, New	Requirement Line Parameters	
	Minimum Courses, and New Minimum	Minimum Units 0.00 New Minimum Units	
	Grade Points/Unit fields to update the	Minimum Courses 3.00 New Minimum Courses	2.00
	line parameters as needed.	Minimum Grade Points/Unit 0.00 New Minimum Grade Points/Unit	
	Use the <i>Remove</i> checkboxes to indicate	Course List Review	
	any courses that should no longer be	Personalize Find View All 🖉 📑 First	④ 1-3 of 3 🕑 Last
	used to satisfy the line.	Subject Catalog Nbr Course ID Description 4 FNO1 0700 Phile Arr 1 it Description	Status Remove
		2 ENGL 373B 013637 Brit+Am Lit:Rest-19th C	Active
	Use the New Course List fields to add	3 ENGL 380 013640 Literary Analysis	Active
	new courses that can satisfy the line.	New Course List	
	Multiple courses can be added by using	Personalize Find 🔄 🏭 First 🕡	1-2 of 2 🕟 Last
	the + button to add multiple new lines.	Subject Catalog wor Course in Description Status Backdate? 1 ENGL Q 280 Q 013581 Intro To Literature Active Image: Course in the status	2194 🔍 🛨 🖃
	Use the Backdate checkbox and the	2 ENGL Q 416 Q 013668 Adv Literary Analysis Active Z	2194 🔍 🛨 🖃
	associated <i>Term</i> field to indicate if the		
	newly added courses can be used by		
	students in previous catalog years to		
	ישטאט איז		



	View the current descriptive text in the <i>Report Long Description</i> field; use the	Report Long Description	
	comments field to enter the text that should replace the current description. Click Ok when complete.		
	Click Discard Changes to remove	Comments	
	no longer desired.	Updated text: Complete 2 courses.	_
	A red bar indicating changes to the Line will appear on the main page. Courses to be removed will be highlighted in red and crossed out; courses to be added	Has Changes	
	will be highlighted in green.	2. Core (R1041/L10)	e
		Complete 3 courses.	
		Course Description Units Status ENGL 280 Intro To Literature 3.00 Active	
		ENGL 416 Adv Literary Analysis 3.00 Active	
		ENGL 373A Brit+Am Lit:Beowulf-1600 3:00 Active	
		ENGL 330 Literary Analysis 3.00 Active	
Step 4	 Use the Additional Updates field for clarifications of the updates requested. If needed, additional documentation may be included using the Field Attachments section. Examples of files to attach: PDF, Word, or Excel documents that may clarify updates being requested (these documents should be supplemental materials, and should not be used as the main method of communicating changes to be made). Emails/letters of support from department head(s) for use of courses not owned by your department. 	Additional Updates Please use Additional Updates to provide comments or further updates you were unable to enter elsewhere. File Attachments Personalize []]] 1 of Attached File Description View Add 1 View Add	
Step 5	<i>Curriculum Updates</i> inade on the (1) <i>Curriculum Update</i> tab (these may span more than one page, if updates were requested for multiple Requirement Groups). When satisfied that all necessary ADVIP updates have been captured, click Updates Entered . If no updates to the ADVIP are needed this year, click No Updates Needed . Click Save . Note: Saving the data from this tab does not submit your updates. Updates to the (1) <i>Curriculum Update, (2) Descr & Learning Outcomes,</i> and (3) <i>Degree</i> <i>Search</i> tabs must all be completed in	When the updates for this tab have been entered, please be sure the Updates Entered has been selected below. If no changes are required, use No Updates Needed.	



ном те	O: ENTER PLAN DESCRIPTION & LEA	ARNING OUTCOME UPDATES
Step 1	On the tab labeled <i>(2) Descr & Learning Of</i> the Advisement Report.	utcomes, view the plan description and learning outcomes currently included in
Step 2	Use the Updated Description (Plan Prospectus) field to request changes to the plan description. Include the full desired text of the description, as information entered here will replace the current description.	Description (Plan Prospectus) The English Major provides students a broad-based, traditional liberal arts education in English literature, language, and culture through innovative and diverse approaches. The English Major fosters skills in critical analysis, independent thinking, creativity, original research, and writing. Students in the English majors also take 15 units of cere courses in iterary analysis, literary history, applied linguistics, Shakespeare, and focused research. In addition English majors also take 15 units of elective courses in a range of topics in the research specialities of our professors. English Major are also prepared for careers after graduation through access to a large and growing internship program, a Professional and Technical Writing certificate program, special career development events, a study abroad program in London, and an application-required competitive English Honors program. Recent UA English majors have put their degree to use in a wide variety of careers, including: editing, digital marketing, publishing, politics, governmental service, environmental public policy, business management, development, teaching, marketing, law, medicine, technical writing, higher education administration, and many more. Updated Description (Plan Prospectus)
Step 3	Use the Updated Learning Outcomes field to request changes to the plan learning outcomes. Include the full desired text of the learning outcomes, as information entered here will replace the current learning outcomes.	Learning Outcomes LEARNING OUTCOMES - English Language; Understanding of the development of the English language as used in works of literature - Foundational Texts; Knowledge of foundational texts of British and American literature - Historical and Cutural Range; Understanding of the historical and cultural range of literature written in English - Literary Research; Ability to conduct and use literary research, to the point of achieving; a compelling thesis, accurate and sufficient evidence presented in a scholarly manner, proper disciplinary and Interdisciplinary research tools, and clear and appropriate writing for a research paper - Knowledge of foundational texts of British and American literature - Understanding of the historical and cultural range of literature written in English - Understanding of the development of the English language as used in works of literature - Understanding of the development of the English language as used in works of literature - Understanding of strategies of textual interpretation appropriate to different literary - Ability to conduct and use literary research, to the point of achieving: * an overall thesis that pushes the argument beyond summary * accurate and sufficient evidence presented in a scholarly manner * proper disciplinary and inter-disciplinary research tools * clear and appropriate writing for a research paper - Ability to write clearly and effectively - Textual Interpretation. Understanding of strategies of textual interpretation appropriate to different literary genres - Writing; Ability to write clearly and effectively Updated Learning Outcomes
Step 4	Review all updates made on the (2) Descr & Learning Outcomes tab. When satisfied that all necessary updates have been captured, click Updates Entered . If no updates to the plan description or learning outcomes are needed this year, click No Updates Needed . Click Save . Note: Saving the data from this tab does not submit your updates. Updates to the (1) Curriculum Update, (2) Descr & Learning Outcomes, and (3) Degree Search tabs must all be completed in	Workflow When the updates for this tab have been entered, please be sure the Updates Entered has been selected below. If no changes are required, use No Updates Needed. Needs Review Updates Entered No Updates Needed No Updates Needed



ноw то	HOW TO: ENTER DEGREE SEARCH 4-YEAR PLAN UPDATES			
Step 1	On the tab labeled (3) Degree Search,	1st Sem		
	view the current 4-year plan course			
	sequence that displays in Degree	Uid Sequence	Unite	
	Search. The current sequence appears	1 ENGL 101 First Vear Composition	3.00	
	on the left side of the page labeled "Old	2 Einst Semester Second Language	3.00	
	Sequence"	2 First Semester Second Language	4.00	
	Sequence .	4 Tier I Ceneral Education	3.00	
		4 Tier I General Education	3.00	
		5 Her i General Education	3.00	
		2nd Sem		
		Old Sequence		
		Title	Units	
		1 ENGL 102 First Year Composition	3.00	
		2 Second Semester Second Language	4.00	
		3 Math	3.00	
Step 2	Update the course sequence	New Sequence	Catalog Nbr Remove? Status	
	information using the fields on the right	01 ✓ ENGL 101 First Year Composition 3.00 Q		
	side of the page, labeled "New	02 V First Semester Second Language 4.00		
	Sequence". Any updates made on this	03 ✓ Tier I General Education 3.00 Q		
	tab should accurately reflect the course	04 ✓ Tier I General Education 3.00 05 ✓ Tier I General Education 3.00		
	requirements as undated on the (1)			
	Curriculum Undate teh			
<u> </u>				
Step 2a	Rearrange the order of lines within a	New Sequence		
	semester using the Order field. Ensure	*Order *Title		
	that each line has a distinct Order	01 V ENGL 101 Erst Year Composition		
	number.	03 🗸 First Semester Second Language		
		02 🗸 Tier I General Education		
		04 VITIEL General Education		
		05 x		
Step 2b	Update the titles for existing lines using	New Sequence		
-	the <i>Title</i> field.	*Order *Title		
		01 🗸 ENGL 380 Literary Analysis		
		02 V ENGL 373A British and American Literature: Beowulf to 1610		
		02 se Uladated line title bare		
		04 V Minor Course		
		05 V Minor Course		
Stop 2-	Lindoto the units for evicting lines with	Unite		
Step 2C	opuate the units for existing lines using	2.00		
	the Units field.	3.00		
		4.00		
		3.00		
		3.00		
		3.00		
		5.00		



Office of the Registrar How to: Submit Annual Curricular Updates

Step 2d	Remove existing lines from a semester	New Sequence						
	using the <i>Remove</i> checkbox	Orderinte	0nits	Subject	Catalo	og Nbr	Remove?	Status +
		02 V ENGL Modern or Contemporary Literature	3.00					+
		03 ✔ ENGL Modern or Contemporary Literature	3.00					Removed 🛨
		04 V Minor Course	3.00		Q			
		05 V General Elective	3.00		0			
Step 2e	Add new lines to a semester using the +							
	button. When adding a new line, ensure	*Order *Title	Units	Subject	Catalog I	Nbr Re	move? Sta	tus
	that the Order, Title, and Units fields are	01 🗸 ENGL 373B British and American Literature: Restoration to 19th Century	3.00		۹.).	+
	filled out appropriately	02 V ENGL Modern or Contemporary Literature	3.00		۹).	+
	inica out appropriately.	03 v CNOL Modern or contemporary Literature	3.00		×			+
		06 V New line title here	3.00	ENGL	2 280		Ad	ded 土 드
	If the new line represents a single	05 Ceneral Elective	3.00				· ·	+
	required course, indicate the course		0.00		<			
	using the <i>Subject</i> and <i>Catalog Nbr</i> fields							
	in addition to the <i>Title</i> field. If the new							
	line represents a requirement with							
	merepresents a requirement with							
	more than one course option, leave the							
	Subject and Catalog Nbr fields blank.							
Step 3	Review all updates made on the (3)	Workflow						
	Degree Search tab. When satisfied that	When the updates for this tab have been entered, please be sure the Upd	ates Entere	d has be	en select	ted below	. If no cl	nanges are
	all necessary undates have been	required, use No Updates Needed.						
	contured click Lindates Entered	O Needs Review Updates Entered No Updates Needed						
	captured, click Opuates Entereu .							
	If no updates to the 4-year plan are							
	needed this year, click No Updates							
	Needed.							
	Click Save.							
	Note: Saving the data from this tab does							
	note. Saving the data norm this tab does							
	not submit your updates. Updates to							
	the (1) Curriculum Update, (2) Descr &							
	Learning Outcomes, and (3) Degree							
	Search tabs must all be completed in							
	order to submit							



ноw то	: FINALIZE UPDATES AND SUBMI	Г
Step 1	On the tab labeled <i>(4) Submit,</i> view the status of each of the three previous submission tabs. Sections with a status of <i>Updates</i> <i>Entered</i> or <i>No Updates Needed</i> are ready to submit.	(1) Curriculum Update (2) Descr & Learning Outcomes (3) Degree Search (4) Submit Submit Changes (1) Curriculum Update Updates Entered (2) Descr & Learning Outcomes Needs Review (3) Degree Search No Updates Needed No Updates Needed No Updates Needed Note: It is not possible to submit if one or more sections displays a status of Needs Review; return to the associated tab to ensure all necessary updates have been captured. Click Updates Entered or No Updates Needed as appropriate, and return to the tab labeled (4) Submit.
Step 2	Once the status of each of the submission tabs displays as either Updates Entered or No Updates Needed, one of the Submit buttons will become available. Click Submit in order to submit updates when changes have been made to at least one of the three tabs. Click Submit No Updates to indicate that no changes need to be made to any of the three tabs this year.	(1) Curriculum Update (2) Descr & Learning Outcomes (3) Degree Search (4) Submit U Curriculum Update Updates Entered (3) Degree Search No Updates Needed (3) Degree Search No Updates Needed (3) Degree Search No Updates Needed (4) Submit Degree Search No Updates Needed (4) Submit (5) Degree Search No Updates Needed (4) Submit (5) Degree Search No Updates Needed (5) Objecte (6) Degree Search No Updates Needed (5) Objecte (7) Curriculum Update (1) Outfloc (1) Multipotes (1) Outfloc (1) Multipote (1) Curriculum Update (2) Descr & Learning Outcomes (3) Degree Search (4) Submit (1) Curriculum Update (2) Descr & Learning Outcomes (3) Degree Search (4) Submit (2) Curriculum Update No Updates Needed (3) Degree Search (4) Submit (2) Curriculum Update No Updates Needed (3) Degree Search) requires a value of either Updates (2) Curriculum Update No Updates Needed (3) Degree Search) requires a value of either Updates (2) Curriculum Update No Updates Needed (3) Degree Search) requires a value of either Updates (3)
Step 3	Click Ok to confirm the submission. If needed, click Cancel to halt submission.	Message Submit For Approval (30014,56) If you agree to submit this change request for approval, it will be passed to Curricular Affairs for further processing. You will not be able to make any changes. The form will no longer appear in this page. Click OK to submit this form. OK Cancel

Office of the Registrar How to: Submit Annual Curricular Updates

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ноw то	D: UPDATE AND RESUBMIT REQUES	STS WHEN RETURNED TO DEPARTMENT
Step 1	After submission, all updates are reviewed for approval by the Office of the Registrar. When one or more elements of the update cannot be completed as listed, the update submission may be returned with questions or other feedback. An automatic notification is sent to the submitter indicating that additional detail and resubmission is needed. Follow the link in the notification email and search for the submission on the resulting page, or navigate to <i>Curriculum Management</i> \rightarrow <i>UA</i> <i>Curriculum Management</i> \rightarrow <i>UA</i> <i>Curriculum Update</i> \rightarrow <i>Submit</i> <i>Curriculum Update</i> and search for the submission using the term and plan	Your previously submitted form for the following academic plan has been returned to you for additional detail and resubmitting. College of Soc & Behav Sci, English The form can be updated by searching with the Submit Curriculum Update page, or by following this link: https://sa-stg.mosaic.arizona.edu/psp/uazsastg/EMPLOYEE/SA/c/UA_SA_A045.UA_CURIM_FRM.GBL?ACAD_PLAN=ENGLBA&AC/ This is an automated notification. Please forward any problems/questions to degreerqmtupdates@list.arizona.edu.
Step 2	Review the comments made during the approval process on the (4) Submit tab.	(1) Curriculum Update (2) Descr & Learning Outcomes (3) Degree Search (4) Submit Submit Changes (1) Curriculum Update No Updates Needed (2) Degree Search No Updates Needed (3) Degree Search No Updates Needed (3) Degree Search No Updates Needed (4) Submit Degree Search No Updates Needed (1) Gurriculum Update, Descr & Learning Outcomes, and Degree Search) requires a value of either Updates Entered or No Updates Needed. If any of the tabs have a value of Needs Review, please go back to the respective tab and select Updates Entered or No Updated Needed at the bottom of the page. Once each tab has been reviewed, please use the Submit button to send these forms to the Curricular Africation. If this happens, approval will be required again. Submit Submit No Update Discard All Updates Submit No Updates Discard All Updates Submit No Update Discard All Updates Preview Comment 09/17/2020 Abigail H Sorg Ustions for clarification listed here. Station for clarification listed here. Stations for clarification listed here. Stations for clarification listed here. Stations for clarification listed here. Station Sorg Clarification listed here.
Step 3	Update the submission according to the sp the sections for: <u>Enter ADVIP Updates</u> <u>Enter Plan Description and Learning (Enter Degree Search 4-Year Plan Upd</u>	pecific concerns listed in the comments. Follow the same steps listed above in Dutcome Updates lates
Step 4	Once satisfied with updates, follow the ste The resubmitted updates will be returned	eps listed above in <u>How to: Finalize Updates and Submit.</u> to the Office of the Registrar for review.



ноw то	: REVIEW UPDATED ADVIP AND C	ONFIRM CHANGES
HOW TO Step 1	D: REVIEW UPDATED ADVIP AND C After submission, all updates are reviewed for approval by the Office of the Registrar. Once approved, updates are entered into the ADVIP, Plan Table, and Degree Search tables. An automatic notification is sent to the submitter indicating that the updated ADVIP is ready for review. Follow the link in the notification email and search for the submission on the resulting page, or navigate to <i>Curriculum Management</i> \rightarrow UA <i>Curriculum Management</i> \rightarrow UA <i>Curriculum Update</i> \rightarrow Stats & Search. Search for the submission using the term code; search results can be narrowed further if needed using the filters provided. Click View to review the submission and any comments added during the approval process.	ONFIRM CHANGES corriculum Update Statistics File
	approval process on the <i>Plan Extras</i> tab. If needed, review comments and approval status of individual update requests on the preceding tabs.	Curriculum Update Academic Plan EASBA East Asian Studies Request Date 09/09/2020 Academic Sub-Plan EACS East Asian Cultural Studies Submit Date 09/09/2020 Term 2204 Fail 2020 Submit By Kristin E Eaton Department Comments Comments [
Step 3	Click View Updated ADVIP to review the advisement report as it will appear after changes are finalized. If the updated advisement report does not display as expected, use the <i>Comments</i> field to indicate the necessary changes, then click Submit Additional Requests to send the comments back and request changes.	Department Actions Please review the updated Advisement Report (ADVIP) by clicking View Updated ADVIP . If you approve of the changes made click Mark as Complete . If you have additional changes that need to be made, provide details in the required Comments box above. Include attachments, if needed. Then, click Submit Additional Requests. View Updated ADVIP Mark As Complete Submit Additional Requests Department Comments Comments Enter details of necessary changes to updated ADVIP here.



	A new notification will be sent when the additional requests have been integrated into the updated ADVIP.	Department Actions Please review the updated Advisement Report (ADVIP) by clicking View Updated ADVIP . If you approve of the changes made click Mark as Complete . If you have additional changes that need to be made, provide details in the required Comments box above. Include attachments, if needed. Then, click Submit Additional Requests. View Updated ADVIP Mark As Complete Submit Additional Requests
Step 4	Once satisfied with updates, click Mark as Complete to confirm department approval of the updated advisement report. Once department approval is confirmed, the ADVIP is ready to be published for the upcoming catalog year.	Department Actions Please review the updated Advisement Report (ADVIP) by clicking View Updated ADVIP . If you approve of the changes made click Mark as Complete . If you have additional changes that need to be made, provide details in the required Comments box above. Include attachments, if needed. Then, click Submit Additional Requests. View Updated ADVIP Mark As Complete Submit Additional Requests
End of Process		Congratulations!