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 → UA Curriculum Management → UA Curriculum Update → 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 (if any), and the current term, to pull current system data for the plan. This is the data that will be adjusted for the upcoming catalog year. Click Add. Curricular Updates for the Fall 2021 catalog year are submitted during Fall 2020; thus, the 2204 term code is used to pull the most current curriculum data into the request form.
### HOW TO: 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.

**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.

**Step 3**
Use the links to the right of each requirement group element as needed to make adjustments:

**Step 3a**
Use Edit Requirement Group to update the descriptive text for the full Requirement Group.

View the current descriptive text in the Report Long Description field; use the Comments 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.

A red bar indicating changes to the Requirement Group will appear on the main page.
Step 3b Use **Add New Line** to create a new line in the Requirement Group.

Select the Requirement to which the new line should be added using the **Requirement** drop-down.
Select the location within the Requirement where the new line should be placed using the **New Line Nbr** drop-down.

Enter the **Minimum Units** or **Minimum Courses** required to satisfy the new line, along with the Minimum Grade Points per unit, if needed.

**Note:** most lines require either a minimum number of units or a minimum 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.

Use the **Hide display on advisement Report** checkbox to indicate a Hidden Line. These lines only display on a student’s advisement report when the line has already been satisfied. These are seldom needed and are typically used to address exceptions commonly made for transfer students or other special circumstances.

Enter the **course(s)** that can be used to satisfy the line in the **New Course List** section.
Enter the desired title for the line in the **Report Long Description** field and add any additional comments in the **Comments** field.
Click **Ok**.
Click **Discard Changes** to remove changes previously entered that are no longer desired.

The new line will appear on the main page in the selected location and will display the new title and new course list specified.
Step 3c

Use **Edit Requirement** to update the descriptive text for a Requirement within the Requirement Group.

View the current descriptive text in the *Report Long Description* field; use the *Comments* field to enter the text that should replace the current description. Click **Ok** when complete. Click **Discard Changes** to remove comments previously entered that are no longer desired.

A red bar indicating changes to the Requirement will appear in the Requirement Group.

Step 3d

Use **Edit Line** to update the line parameters, course list, or descriptive text for an individual line within a Requirement.

Use the **New Minimum Units**, **New Minimum Courses**, and **New Minimum Grade Points/Unit** fields to update the line parameters as needed.

Use the **Remove** checkboxes to indicate any courses that should no longer be used to satisfy the line.

Use the **New Course List** fields to add new courses that can satisfy the line. Multiple courses can be added by using the + button to add multiple new lines. Use the **Backdate** checkbox and the associated **Term** field to indicate if the newly added courses can be used by students in previous catalog years to satisfy the line.
How to: Submit Annual Curricular Updates

View the current descriptive text in the *Report Long Description* field; use the *Comments* field to enter the text that should replace the current description. Click **Ok** when complete. Click **Discard Changes** to remove comments previously entered that are no longer desired.

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 will be highlighted in green.

**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.

**Step 5**  
Review all updates made on the (1) *Curriculum Update* 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) *Curriculum Update*, (2) *Descr & Learning Outcomes*, and (3) *Degree Search* tabs must all be completed in order to submit.
**HOW TO: ENTER PLAN DESCRIPTION & LEARNING OUTCOME UPDATES**

**Step 1**  
On the tab labeled *(2) Descr & Learning Outcomes*, view the plan description and learning outcomes currently included in the Advisement Report.

**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.

**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.

**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 order to submit.
Step 1  On the tab labeled (3) Degree Search, view the current 4-year plan course sequence that displays in Degree Search. The current sequence appears on the left side of the page, labeled “Old Sequence”.

Step 2  Update the course sequence information using the fields on the right side of the page, labeled “New Sequence”. Any updates made on this tab should accurately reflect the course requirements as updated on the (1) Curriculum Update tab.

Step 2a  Rearrange the order of lines within a semester using the Order field. Ensure that each line has a distinct Order number.

Step 2b  Update the titles for existing lines using the Title field.

Step 2c  Update the units for existing lines using the Units field.
### Step 2d
Remove existing lines from a semester using the Remove checkbox.

### Step 2e
Add new lines to a semester using the + button. When adding a new line, ensure that the Order, Title, and Units fields are filled out appropriately.

If the new line represents a single required course, indicate the course using the Subject and Catalog Nbr fields in addition to the Title field. If the new line represents 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) Degree Search tab. When satisfied that all necessary updates have been captured, click Updates Entered. 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 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.
### HOW TO: FINALIZE UPDATES AND SUBMIT

#### Step 1
On the tab labeled (4) Submit, view the status of each of the three previous submission tabs. Sections with a status of *Updates Entered* or *No Updates Needed* are ready to submit.

<table>
<thead>
<tr>
<th>(1) Curriculum Update</th>
<th>(2) Descr &amp; Learning Outcomes</th>
<th>(3) Degree Search</th>
<th>(4) Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Updates Entered</td>
<td>Needs Review</td>
<td>No Updates Needed</td>
<td></td>
</tr>
</tbody>
</table>

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.

#### Step 3
Click Ok to confirm the submission. If needed, click Cancel to halt submission.
# How To: Update and Resubmit Requests When Returned to Department

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1</strong></td>
<td>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 <strong>Curriculum Management → UA Curriculum Management → UA Curriculum Update → Submit Curriculum Update</strong> and search for the submission using the term and plan code.</td>
</tr>
<tr>
<td><strong>Step 2</strong></td>
<td>Review the comments made during the approval process on the <strong>(4) Submit</strong> tab.</td>
</tr>
<tr>
<td><strong>Step 3</strong></td>
<td>Update the submission according to the specific concerns listed in the comments. Follow the same steps listed above in the sections for: <strong>Enter ADVIP Updates</strong>  <strong>Enter Plan Description and Learning Outcome Updates</strong>  <strong>Enter Degree Search 4-Year Plan Updates</strong></td>
</tr>
<tr>
<td><strong>Step 4</strong></td>
<td>Once satisfied with updates, follow the steps listed above in <strong>How to: Finalize Updates and Submit</strong>. The resubmitted updates will be returned to the Office of the Registrar for review.</td>
</tr>
</tbody>
</table>
HOW TO: REVIEW UPDATED ADVIP AND CONFIRM CHANGES

Step 1
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 Curriculum Management -> UA Curriculum Management -> UA Curriculum Update -> 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.

Step 2
Review the comments made during the approval process on the Plan Extras tab. If needed, review comments and approval status of individual update requests on the preceding tabs.

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 Comments field to indicate the necessary changes, then click Submit Additional Requests to send the comments back and request changes.
A new notification will be sent when the additional requests have been integrated into the updated ADVIP.

### 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.

**Congratulations!**