

Degree Search Updates Guide

Office:	Curricular Affairs
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Table of Contents

I.	Completing the Degree Search Spreadsheet	2
II.	Submitting Degree Search Updates	3
III.	Contacts.....	3

I. **Completing the Degree Search Spreadsheet**

Degree Search updates must be submitted using the “Degree Search Spreadsheet”. Download the spreadsheet and fill in the yellow highlighted columns:

1	CATALOG YEAR	CAREER	PROGRAM	PLAN	S
2	2018	UGRD			
3	Requirement Line Description	Subject	Catalog	Units	T
4	SEMESTER 1				
5					
6					
7					
8					
9					
10	SEMESTER 2				
11					
12					
13					
14					
15					
16	SEMESTER 3				
17					
18					
19					
20					
21					
22	SEMESTER 4				
23					
24					
25					
26					
27					

Degree Search 4-year plans requirements must match the ADVIP.

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 the same terminology (Math, Second Language, GE Tier 1, GE Tier 2) when listing generic GE/Foundations coursework.**

1	CATALOG YEAR
2	2018
3	Requirement Line Description
4	SEMESTER 1
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.

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	

You can modify the spreadsheet to add additional rows, if needed, under the appropriate semester.

II. Submitting Degree Search Updates Spreadsheet

1. Save the spreadsheet using the plan (and subplan) code and catalog year in the title (Examples: w/out subplan-COMMBA.2017 and w/subplan-MATHBS.ECONBUS.2017)
2. Email completed spreadsheets as an attachment to degreerqmtupdates@list.arizona.edu for review and approval by the Curriculum Office.

III. Contacts

Contact Stephanie Carlson (scarlson@email.arizona.edu) and Heather Jepsen (jepsenh@email.arizona.edu) if you have questions about updating Degree Search.