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The Curriculum Update Process
Curriculum updates go through the following annual process:

Call for Updates

Review of Update Requests

Building of Approved Updates

Department Sign-Off on Updates

Publication of Updated Plans in Academic Catalog

Call for Updates:
A call for updates will be made through either Vice-Provost of Academic Affairs Office or Curricular Affairs to submit any curricular updates. Those responsible for updating curriculum will then need to log in to the Curriculum Update modification and submit updates by the stated deadline. If updates are submitted after the deadline the submittor will need to provide a justification / reasoning for consider the updates past the deadline. Submissions received after the deadline will go through a more thorough review process. **See bottom of page 4 if no updates are required.**

Review of Update Requests:
Curricular Affairs will review all submissions. If an update is approved it will move forward to the Student Administration AA/DT team for implementation. If Curricular Affairs has questions or finds issues with a request, they will contact the department to discuss the issues and to work toward a resolution.

Building of Approved Updates:
Once an update is approved by Curricular Affairs the AA/DT team can begin implementing the changes on the Advisement Report. Although the plan has been approved, it is possible Curricular Affairs and/or AA/DT will contact the department with questions or feedback regarding the updates.

Department Sign-Off on Updates:
Once AA/DT has completed the updates in UAccess, they will send an updated Advisement Report to the department. The department should review the updated Advisement Report and inform Curricular Affairs and AA/DT of any issues or additional changes within two weeks. If no feedback is received within two weeks, the updates will be considered “accepted” by the department.

Publication of Updated Plans in Academic Catalog:
In May, SA/DT will publish the updated plans in the forthcoming year’s Academic Catalog. Any outstanding updates will be updated in the Academic Catalog once all issues have been resolved and implemented.

College Approval of Curriculum Updates:
Deans, Associate Deans, or other stipulated Dean’s Office personnel may review the updates submitted by their college. Individuals wishing to be part of this process need to contact Curricular Affairs for appropriateness, security provisioning, and training. The college level approval process is not part of the official workflow, so review and building of the plans by Curricular Affairs and AA/DT will continue if no feedback is provided.
Security Roles

The following are the security roles that provide access to the Curriculum Update modification, its training requirement, and its location in the Access Provisioning Tool (https://apt.uaccess-aws2.arizona.edu/)

Curriculum Requester (UA_SA_AA Curriculum Requester): Grants access to submit curricular updates. Should be requested for those in departments or colleges that will be inputting the desired updates into the UAccess Curriculum mod.

Training Requirement: Training with Curricular Affairs or Student Administration
Submit Access Request (Add or Remove)>Create a New Request>System-UAccess Student-Campus Users>Subject Area-Academic Advising>Role-Curriculum Requester

Curriculum Approver (UA_SA_AA Curriculum Approver): Grants access to review, approve, and deny curricular updates. This role should be requested for those in Curricular Affairs or in Student Administration that will be involved in the curriculum process, but not need access to the Admin level pages.

Training Requirement: Training with Curricular Affairs or Student Administration
Submit Access Request (Add or Remove)>Create a New Request>System-UAccess Student-Internal/Central Admin Units>Subject Area-Academic Advising>Role-Curriculum Approver

Curriculum College Approver (UA_SA_AA Curriculum College Approver): Grants access to approve / deny requested changes for a college representative. This role is intended for Deans and Associate Deans who want to review their college's curriculum updates.

Training Requirement: Training with Curricular Affairs or Student Administration
Submit Access Request (Add or Remove)>Create a New Request>System-UAccess Student-Internal/Central Admin Units>Subject Area-Academic Advising>Role-Curriculum College Approver

Curriculum Reviewer (UA_SA_AA Curriculum Reviewer): Grants access to review curricular update submissions. No submission and approval / denial privileges are provided with this role. This role is intended for individuals with a vested interest in the curriculum process, but who are not inputting submissions, approving/deny, and building the updates in UAccess.

Training Requirement: None
Submit Access Request (Add or Remove)>Create a New Request>System-UAccess Student-Internal/Central Admin Units>Subject Area-Academic Advising>Role-Curriculum Reviewer

Curriculum Admin (UA_SA_AA Curriculum Admin): Grants access to Curriculum Update set up tables. Should only be requested by members of Curricular Affairs and Student Administration who will be maintaining the deadline, security, and college approver tables.

Training Requirement: Training with Curricular Affairs or Student Administration
Submit Access Request (Add or Remove)>Create a New Request>System-UAccess Student-Internal/Central Admin Units>Subject Area-Academic Advising>Role-Curriculum Admin
Useful Information for Submitting Curriculum Updates:

Understanding Academic Catalogs:
When you submit updates you are doing so for the upcoming academic year. **Updates are not applied retroactively**—you will only see these updates for the upcoming academic year. The Academic Catalog is the University of Arizona’s “contract” between UA and students. The “contract” defines the degree requirements each student must complete based on catalog year. The curriculum in the Academic Catalog must be correct as that is the official document of the degree, major, and minor requirements. Academic Catalog information needs to be accurate and up-to-date as any matters involving degree requirement disputes or litigation will defer to the Academic Catalog.

Cross-Listed Courses:
Please do not ask for cross-listed courses to be removed from existing Advisement Reports or for cross-listed sections not to be included when adding new courses to curriculum. **We do not remove cross listed options.** The department should initiate a request for the course to no longer be cross-listed (if needed). Requests go through Room and Course Scheduling regarding cross-listing.

Equivalent Courses:
**Equivalent courses are included when adding courses to the Advisement Report.** Please do not ask for equivalent courses to be excluded. If you want equivalences to be excluded your request will be returned to Curricular Affairs for review. The department will likely need to request a modification to the course to have the equivalency removed through Room and Course Scheduling.

A Few Notes on Curriculum Updates in UAccess:
While the Curriculum Update Enhancement has been a success in UAccess there are a couple of known bugs that, unfortunately due to limited resources, were unable to be addressed prior to this year’s call for updates. Please be mindful of the following:
At times the Curriculum Update pages will display incorrect courses because of logic issues with process included and excluded courses. For example, you might see a line with courses listed that are not supposed to be options. Most likely those courses are there due to an issue in the modification. If you encounter such a scenario please check the Advisement Report on file in the Academic Catalog as that will give you the up-to-date requirements. If the Catalog Advisement Report is correct then the issue is likely due to this bug; you are free to make a note in the comments for us to investigate. The above occurs most frequently in the Graduation Requirements, which are the most complex part of the Advisement Report. Please keep that in mind.

If trying to access a saved, unfinished curriculum update be sure to use the “Find An Existing Value” option on the “Submit Curriculum Update” page; if you use the “Add a New Value” you will receive an error message when you go to submit notifying you of a duplicate entry.

No Updates:
If you have no updates to submit for a plan: access the plan and using the “Curriculum Update Extras” tab click the “Submit With No Updates” button. This way we know for sure whether or not plans need to be updated.
Submitting Curriculum Updates in UAccess

Navigation: UAccess Administrative Staff > Navigator > Curriculum Management > UA Curriculum Management > UA Curriculum Update > UA Submit Curriculum Update

On this landing page:

Click “Find an Existing Value” to search for in-progress submissions (i.e., you have started the process and have yet to submit it to Curricular Affairs).

Click “Add a New Value” for submitting new updates.

When adding a new value, enter the plan code, the sub-plan code (optional), and the term when the updates are due*. You can click on the icon next to plan to see what plans you have access to and need to update. Once you have entered/selected the pertinent data, click “Add” to generate the Curriculum Update ADVIP.

*Note: The term entered must be the term in which you are submitting the updates (not the term for when they should go into effect). For example, for Fall 2017 updates you would enter 2164 (Fall 2016) instead of 2174 (Fall 2017).
You’ll land on a page that looks similar to an online ADVIP. However, unlike the online ADVIP, the Curriculum Report is divided by pages via Requirement Group. To navigate to other areas of the ADVIP you will need to use the navigation arrows.

The report will show you the major and degree you have accessed as well as the term. You will notice two tabs: Curriculum Update and Curriculum Update Extras. Most of your work will be in the Curriculum Update tab.

While using the “Curriculum Update” tab you have four options: Edit Requirement Group, Add New Line, Edit Requirement, and Edit Line. The Edit options involve changing the configuration / wording of existing requirements, while the “Add New Line” initiates a request for a new line to be added.
Edit Line

Simply click the “Edit Line” link next to the line you want to edit. For this example, we will click on Core II (R853/L30).

When you click “Edit Line” you will be taken to a new tab to provide the updates. You can confirm you are on the correct line by checking the information under the Requirement Line Details area.

If changes to the minimum number of units, courses, or GPA are desired please indicate the new minimum in the appropriate new minimum box.

Note: GPA requests will go through a lengthier, more thorough review process. Such requests can be noted in the “Comments” box at the bottom of the page.
The Course List Review Section will display what active courses are set to appear on the line. If any of those need to be removed, simply check the “Remove” box on the appropriate line.

If any courses need to be added to the line, add them under the “New Course List” section by either looking up the courses using the search tool or by inputting the subject and catalog number. To add more courses use the + icon. Remove courses placed in error by using the – icon. Only active courses may be added. **Please note in the comments section if a course is not available.**

The Report Long Description box simply shows you the text that displays for the line on the ADVIP. **If you want to change the wording, please indicate that change in the “Comments” box.**

Use the comments box to tell us if a change needs to be made to the Report Long Description or if any changes need to be made to this line that you cannot capture using the page functionality. If a line needs to be deleted, for example, you could simply put in the comments to “Delete this line.” You can also provide additional information or justification regarding this change if it seems prudent.
A completed Edit Line form would look like this . . .

Once finished with the line updates, click “Ok” to add them to your update request. Click cancel if you do not wish to save the changes made on this page.

Once you have clicked “Ok” you will be taken back to the Curriculum Update Report. You’ll notice that the line has now been designated as having changes and that the new courses added on the line (they have not actually been added yet but are there for visual reference). Similarly, if courses are removed, they will appear in red with a strikethrough to indicate their removal from the line.
To request a new line be created in your major or minor, please click “Add New Line” in the Requirement Groups box.

The “Add New Line Requirement” page is meant to look like the Edit Line page. The differences are the prompt to choose where the line should fall and the exclusion of the Course List Review section.
The Requirement Group will default to the RG on which you clicked “Add New Line” but you must select the Requirement where the new line should be added using the drop down menu.

Once a Requirement is chosen, choose where the line should fall on the report using the second drop down menu.

Otherwise, the Add New Line page works like the Edit Line. Add the minimum number of units or courses and the courses that should appear as options on the line. Please put your desired title for the line in the “Report Long Description” area. The Comments can be used for various purposes, as stated previously. Click “Ok” when you are pleased with the setup.
Like with the Edit Line, once you have clicked “Ok” you will jump back to the update report and see the new line request at the top of the Requirement where it needs to be added.

To make a change to a requirement simply click the “Edit Requirement” link next to the requirement you wish to update.
Because the functionality of Requirements is unfamiliar to most users, the “Edit Requirement” page is very simple and will mostly be used for updating text on a particularly requirement. Use the Comments area to explain any changes that you would like to be made.

Once you click “Ok” to add the update request, you will bounce back to the update report, and you’ll see the note “Has Changes” at the Requirement level.
To make a change to a Requirement Group simply click the “Edit Requirement Group” link next to the requirement group you wish to update.

Like Requirements, you can only add comments to the “Update Requirement Group”.
Once you click “Ok” to add the update request, you will bounce back to the update report, and you’ll see the note “Has Changes” at the Requirement Group level.

If for any reason you need to remove or change an update click the “Edit Line” link next to the line (or Edit Requirement or Edit Requirement Group).
Clicking “Edit Line” (or Requirement or Requirement Group) will take you back to the update you previously input. Here, you can simply make any changes that are necessary or simply discard the update entirely by clicking “Discard Changes.” You will be given a warning message which you can accept if you are sure you want to proceed with the deletion. Please note, clicking Discard Changes will permanently delete the contents of the line, new line, requirement, or requirement group entry.

Once discarded, the line will revert to its original form, and the red line will indicate that the line “Doesn’t Have Changes.”
The Curriculum Update Extras tab gives you a few more options for creating and submitting your update. You can include overall comments that might not be captured elsewhere. You can attach files that may be useful if significant changes are requested or if you have a new major or minor.

If your plan has no updates, you would want to click the “Submit No Updates” button. This feature is disabled here because updates have been input.

If you want to start completely over, you can click “Discard All Updates” to delete all the updates for the major / minor that have been created.

Clicking “Submit” indicates you are done with your updates and are ready for them to go to Curricular Affairs for Review. When you click Submit you will be given a confirmation warning asking if you are sure you are ready to submit the updates.

Clicking “Save” retains the updates you have made. Saved items are not submitted. You will be able to access your saved items later. Saved items are not submitted and will not be sent to CA for review. Make sure to return and submit the updates!
Submitting Updates After the Deadline
It is important that you submit your curriculum updates on time. If you submit your update past the deadline stipulated for your college you will be prompted to justify why these updates should be made and provide reasoning for their tardiness.

In such cases, you will receive a pop-up warning alerting you to the missed deadline when you try to access your plan. Please read the warning and click “Ok” when finished.

You will see a statement regarding the importance of curricular deadlines, and you will then have access to a text box where you can explain your justification for why the tardy updates should be accepted. Please input your justification and click “Ok” to proceed to request updates.
Reviewing Curriculum Updates in UAccess


Curriculum Requesters/Reviewers can access the Review pages to see comments on updates or to see what was submitted.

Use the search fields to locate a plan. Access to the plans is managed by security, so unless you have “All Access” you should only see the plans you are assigned in the search results that have been submitted.

Please note, that the User ID field displays your user ID and not the ID of the individual who submitted the update, so do not be concerned if you see your ID listed next to a plan you did not submit updates for.

To access a plan, simply click on the appropriate link.
When you access a plan, you will land on the first of four tabs, which is the “Group/Req/Line Edit” tab. On this tab you can review Requirement Group, Requirement, and Line edits submitted for a plan.

The Curriculum Update box will give you an overview of the plan you are reviewing, when it was submitted, and whom it was submitted by.

Like many other areas in UAccess, you’ll need to use the navigation arrows to view other updates included in this submission.

The “Requirement Group/Requirement/Line” box will give you data on the update you’re looking at. Because this is a RG the R and I numbers are null.

Comments included on the updates will appear under the “Previous Comments” area. New comments can be added by adding them to the comment box and clicking “Save.” The comment will then be added to the comments thread. Approvals and Denials are also cataloged here.
Here we have moved to update submitted for a Requirement. Again, the Line Nbr value is null since this is an update to a Requirement.

Comments can be added by inputting text in the Comments box and saving the page. For this example, the update was denied.
For the line edit, the RG/R/L fields will all be populated.

Requested line parameter changes will display here.

Courses requested to be added or removed from the line will display, which is different from the Requirement Group and Requirement review pages.

Comments can be added by inputting text in the Comments box and saving the page.
New Lines Tab
The new lines tab allows the user to review any new line requests that were submitted.

The New Lines tab and page look similar to the “Edit Line” page. The Description indicates where the new line should go in the Req.

The requested line parameters and the course list are included.
Plan Extras Tab
The Plan Extras tab corresponds to the Curriculum Update Extras tab on the submission form. Here the user can see and add any overall comments for the plan and view attached files, if any. Because no file was attached to the ECONBA update in our example, the view file box is not present.

Depending on previous actions, some or all of the actions available in the “Approval” box will be available. If the user has consistently Approved or Denied or not stipulated either on all of the updates the option will be available for the approver to “Approve All” or “Deny All.” Because, in our example, there are both approvals and denials, those options are not available.

The approver also has the option to “Return to Requester,” “Notify SA Team,” and “Mark As Complete.”

- **Return to Requester:** if the reviewer finds issues with the requested updates or something is unclear, he/she can use this option to “assign” the update back to the individual who submitted this. An automated message will go out indicating the requester needs to respond to the reviewer’s comments. The original requester will have access to the plan again at UAccess Administrative Staff > Navigator > Curriculum Management > UA Curriculum Management > UA Curriculum Update > UA Submit Curriculum Update. The requester will need to locate the plan using the search function on UA Submit Curriculum Updates page (it will be available again as if it were saved and not submitted). The requester should add and save comments for the reviewer to see and then resubmit the update.

- **Notify SA Team:** if the reviewer does not find issues or have questions regarding the update he/she can send assign to the SA Team so the updates can be implemented on the Advisement Reports and in Smart Planner. An email goes out to the requester and the SA Team when this status is selected.

- **Mark As Complete:** if no updates are needed the reviewer in Curricular Affairs can mark the update as complete. In most situations, the SA Team will be the ones to indicate when an update is complete. When an update is marked as complete an automated email will go out to Curricular Affairs, SA Team, and the requester.
College Tab

The college tab will be accessible for deans, associate deans, or dean’s office administrative personnel who want to be able to review the curriculum update requests of their college. Users gain access to this page by having the Curriculum College Approver role and being assigned a college in the college security table. Users can add comments and provide an overall approval or denial—they do not have line item approval or denial authority. This is an ancillary process and curricular approvals and building will not be held for college approval.
Viewing Archived Curriculum Updates

Navigation: UAccess Administrative Staff > Navigator > Curriculum Management > UA Curriculum Management > UA Curriculum Update > UA Archived Curriculum Update

Users can view archived versions of their curriculum updates to ensure the updates they requested were implemented or if questions arise regarding what was or was not requested. Navigate to the appropriate page and provide search criteria to locate the archived plan update you are looking for.
The archived curriculum reports look like the review pages, but are view only. Comments cannot be added and statuses cannot be changed.
Viewing Curriculum Updates Statistics

Navigation: UAccess Administrative Staff > Navigator > Curriculum Management > UA Curriculum Management > UA Curriculum Update > UA Curriculum Update Stats

Users can view the status of plans using various parameters on this page. You can jump immediately to a plan by using the “View” link on a plan’s line. When you leave this page, you will be asked if you want to save. Please cancel through that message.

The above presents a summary of curriculum update forms in the system, that match the filter conditions above. Totals plans are made up of the major plans, minor plans, and sub-plans available for selection. Total received does not include unsubmitted forms. Plans completed, approved, denied and in-progress (partial) approved/denied are in various distinct states of approval. Plans returned have been submitted and are now awaiting re-submitting with adjustments. Plans where the SA Team has been notified are approved, and are now being implemented. Plans with no updates are auto-approved but will be reviewed before marking complete.
Viewing Academic Requirements

Navigation: UAccess Administrative Staff > Navigator > Academic Advisement > Academic Requirements > Define Academic Requirements

Users can view details about how a line is built that are otherwise not visible on an Academic Advisement Report. Main areas of interest would be how a line is capturing the units (All Stats or Verify), whether a limit line has been built, and if a Requirement has any hidden lines.

Curriculum Requesters will have view access only, and will not be able to make edits to this area.

Use the search fields in the “Find an Existing Value” tab to locate a Requirement.

“Requirement Usage” should be entered as ADV.

“Academic Requirement” is the Requirement (or R) number. In this case, we’re looking for detail on (R853/L10) from the ECONBA plan.
Line Item Parameters Tab
This tab shows information about how a line is structured.

- **Line Number** (arrow right or “View All” to see all lines)
- **Line Parameters** (visible on Advisement Report)
- **Verify lines** check that a course has been met, but do not pull the units/course to the line. Verify lines “share” the course. Examples of verify lines: major/minor units, MCWA, Diversity Emphasis, and Additional Coursework.
- **All Stats lines** pull in units/courses to the line and do not share. This type of line pulls a course to the first unsatisfied line that it can fulfill. Most general education, majors, and minors utilize All Stats lines as those courses should not be double used elsewhere.
Hidden Line
The image below is an example of a hidden line. This line acts as any visible line would, with its own parameters and course list, but is not printed automatically on an Advisement Report. In most cases, lines should be visible to students so that their options and requirements are known to them. A department may opt to use a hidden line for courses that will satisfy a requirement, but are not commonly used or available to students (example: a course number that UA does not offer, but has been articulated for transfer credit). This prevents students trying to enroll in unavailable courses, but also doesn’t require advisors to make an exception when the course is used.

```
<table>
<thead>
<tr>
<th>Line Nbr:</th>
<th>0020</th>
<th>OR 1. Option II: Core Mathemat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum GPA:</td>
<td></td>
<td>Maximum GPA Allowed:</td>
</tr>
<tr>
<td>Minimum Units:</td>
<td></td>
<td>Maximum Units Allowed:</td>
</tr>
<tr>
<td>Minimum Courses:</td>
<td>1.00</td>
<td>Maximum Courses Allowed:</td>
</tr>
<tr>
<td>Min Grade Points/Unit:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resolution Methodology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Ranking Scheme:</td>
<td>Chronological</td>
<td>Override Standard Set Logic</td>
</tr>
<tr>
<td>Credit Include Mode:</td>
<td>Verify</td>
<td>Enable Splitting</td>
</tr>
<tr>
<td>Display Control</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print Control:</td>
<td>Print if there is line detail</td>
<td>Display Select Line</td>
</tr>
<tr>
<td>Reporting:</td>
<td>Always Report</td>
<td></td>
</tr>
<tr>
<td>Display if Satisfied:</td>
<td>GPA, Units, Course Count</td>
<td></td>
</tr>
</tbody>
</table>
```

Indicates this line will only print (show on the Advisement Report) if/when it has been satisfied. If a student completes the visible line option, they will not see that the hidden line is not satisfied.
Line Item Tab
The Line Item Tab shows information about lines’ type and descriptions. Here, users can also see how lines are “connected.” Most lines are connected via “And” which indicates “Also Required” but “Or” connectors indicate that options are available for a specific requirement.

Parentheses indicate lines are connected as options. “Or” indicates that students are required to complete one of the lines within parentheses to satisfy the course requirement. Once one option line is completed, only that line will appear on the Advisement Report; until then, all options will be shown.

Most lines are connected via “And” which indicates “Also Required”.

The “Report Description” and “Report Long Description” are the text displays for each line printed on the Advisement Report.
Limit Line

The image below is an example of a limit line. This line is not printed on the Advisement Report (so it is also “hidden”), but sets a limit on course use for the Requirement. If a limit is exceeded, the excess courses will not count toward this area on the Advisement Report. A department may opt to implement a limit for a variety of reasons, but the most common is a limit on house-numbered units (Internships, Independent Studies, Directed Research, etc.).

More information about the limit can also be viewed on the Line Item Parameters tab. Here, users can view the specifics of the limit, whether a certain GPA, or number of units or courses.

Indicates a limit line.

Description of the line; here, indicating that the limit is on units of house-numbered courses.

Indicates the limit; in this case, 3 units maximum of any course included in the Course List. If a student exceeds the limit, the excess units will not be included.

Indicates that this line is not visible on Advisement Reports.
Viewing Course Lists

Course lists are the course options listed for students on each line of an Advisement Report, whether hidden or visible. They are created as individual objects, each with a number, so that the same course list may be used for multiple lines across multiple Advisement Reports, as needed. Users can view the contents of a course list by referencing this number.

Line Item Detail Tab
To find a course list number, navigate to the “Line Item Detail” tab in “Define Academic Requirements.”

This “View” button will result in an error. The next step will explain how to view a course list. For now, take note of the course list number.

Course lists may be one list (as in this case) or there may be multiple lists. With multiple lists, they may be combined, or one list excluded from another.

This is the same limit line (R853/L70) from the previous page.
Define Course Lists
Navigation: UAccess Administrative Staff > Navigator > Academic Advisement > Academic Requirements > Define Course Lists

Course List Detail Tab
This tab shows users the actual list of courses included in the Course List group. A Course List may list specific course numbers, WildCards, or a combination of both.

Here is an example of a Course List with WildCard courses:

On the “Find an Existing Value” tab, use the following search criteria:
- Academic Institution = “UAZ00”
- Requirement Usage = “ADV”
- Course List = the course list number

Indicates WildCard, which is any course that meets certain subject and catalog number criteria. Courses that meet criteria will be displayed on the Advisement Report.

The “#” sign stands for any digit. This indicates use of any ECON course with a “9” as the second digit of the course number, i.e. ECON 393 or ECON 499.

The asterisk (*) indicates that any letter may also follow the course number, i.e. ECON 498H.
Here is an example of a Course List with specific courses listed:

Equivalent courses (courses with the same Course ID) must be included, and will be shown here.