

From: uaac-request@list.arizona.edu
To: UAAC@list.arizona.edu
Cc: [Eaton, Kristin F. - \(sadue\)](#)
Subject: [uaac] Curriculum and ADVIP College Assignments
Date: Thursday, July 6, 2017 5:21:50 AM

Dear UAAC,

The Office of Curricular Affairs and the Academic Advising (AA) Business Analyst Team want to provide UAAC representatives with a breakdown of who to contact in regards to Curriculum and Academic Advisement Report updates / questions / issues. Each college has their own contact person for both areas and they are as follows:

College	Curricular Affairs Contact	Email	AA Business Analyst Contact	Email
College of Agriculture and Life Sciences	Stephanie Carlson	scarlson@email.arizona.edu	Heather Jepsen	jepsenh@email.arizona.edu
College of Architecture Planning, & Landscape Architecture	Stephanie Carlson	scarlson@email.arizona.edu	Heather Jepsen	jepsenh@email.arizona.edu
College of Education	Stephanie Carlson	scarlson@email.arizona.edu	Heather Jepsen	jepsenh@email.arizona.edu
College of Engineering	Martha Sesteaga or Stephanie Carlson	sesteaga@email.arizona.edu or scarlson@email.arizona.edu	Heather Jepsen	jepsenh@email.arizona.edu
College of Fine Arts	Stephanie Carlson	scarlson@email.arizona.edu	Heather Jepsen	jepsenh@email.arizona.edu
College of Humanities	Stephanie Carlson	scarlson@email.arizona.edu	Kristin Eaton	sadue@email.arizona.edu
College of Medicine	Stephanie Carlson	scarlson@email.arizona.edu	Kristin Eaton	sadue@email.arizona.edu
College of Nursing	Stephanie Carlson	scarlson@email.arizona.edu	Kristin Eaton	sadue@email.arizona.edu
College of Science	Martha Sesteaga or Stephanie Carlson	sesteaga@email.arizona.edu or scarlson@email.arizona.edu	Kristin Eaton	sadue@email.arizona.edu
College of Social and Behavioral Sciences	Stephanie Carlson	scarlson@email.arizona.edu	Brad Hensley	hensleyb@email.arizona.edu
College of Letters, Arts, and Science	Stephanie Carlson	scarlson@email.arizona.edu	Kristin Eaton	sadue@email.arizona.edu
Eller College of Management	Stephanie Carlson	scarlson@email.arizona.edu	Brad Hensley	hensleyb@email.arizona.edu
Mel and Enid Zuckerman College of Public Health	Stephanie Carlson	scarlson@email.arizona.edu	Brad Hensley	hensleyb@email.arizona.edu
UA South	Martha Sesteaga or Stephanie Carlson	sesteaga@email.arizona.edu or scarlson@email.arizona.edu	Brad Hensley	hensleyb@email.arizona.edu

There are various reasons that you may want to reach out to our offices and it may not always be clear who to go to for your questions. Here are some examples of reasons you may want to connect and which area can assist you:

Contact both your Curricular Affairs and AA Business Analyst contacts for the following:

- You want to add or remove a course or requirement line to the Advisement Reports.
- You want to make a change to the Advisement Report.
- A course is missing from a requirement on the Advisement Report.
- The Advisement Report is not working for a particular requirement.
- You are not sure why a course is pulling in to requirement "X" instead of "Y".

Contact your Curricular Affairs person for the following:

- You need assistance or training for submitting Advisement Report updates
- General questions about updating curriculum within the Advisement Reports

Contact your AA Business Analyst person for the following:

- You have questions about a repeat or transfer course on the Advisement Report.
- You have a question about an advisor note, advisor assignment, exception, or other UAccess advising-related functionality.

We hope you find this information helpful. **Please share with your departments, as needed, and let us know if any questions come up along the way.**

Thank you.

Kristin Eaton
 Business Analyst, Senior
 University Information Technology Services
 The University of Arizona