



# Student Administration Instruction Document

Module:	Academic Advisement
Business Process Name:	<b>Creating a Thematic Minor</b>
Created By:	Brad Hensley
Creation Date:	April 25, 2011

## Declaring a Thematic Minor

To declare a thematic minor students must complete the thematic minor form, adhering to the stated guidelines. Once complete, students will need to meet with their primary major advisor to discuss their proposal. Double degree students will need to meet with the primary major advisor for the degree they want to attach the minor. Advisors can approve or deny the proposal or ask students to revise and resubmit. The thematic minor form can be found at <http://registrar.arizona.edu/sites/default/files/thematicMinorForm.pdf>

Once the minor is approved by the primary major advisor, he/she will need to add the THMMINU plan to the student’s record (**Records and Enrollment > Career and Program Information > Student Program/Plan**). Once complete, a thematic minor section will appear on the student’s advisement report. However, the requirements of the minor will remain null until the requirements of the minor are entered as an exception.

## Creating a Thematic Minor Exception

To create a thematic minor, advisors will utilize the same process as when they need to make a course directive exception (**Academic Advisement > Student Advisement > Authorize Student Exceptions > Add New Value**). The effective date of the exception needs to correlate with the effective date for the student’s THMMINU plan—that is the requirement term, not the declare date. Fill out the “Description” and “Long Description” boxes. For Long Description it would be useful to include the theme of the minor, the approved courses, and the date the exception is entered. Next, put “UGRD” for Academic Career, “THMMINU” for Academic Plan, and the student’s SID number in the Selection Data box. Choose “Course Directive” for the Operation Code. Now click on “Create Exception” on the right side of the exception box.

### Authorize Student Exceptions

Input student ID number in Selection Data box.



# MOSAIC Student Administration Instruction Document

## Creating the Thematic Minor Courselist

On the next page you will start by inputting data in the “Direct Courses To” section. In the Requirement Group box input “1489;” in the requirement box input “2867;” in the Line Nbr box input “0010.” Those values will not change for a thematic minor unless you make an adjustment to the thematic minor’s graduation requirements.

### Authorize Student Exceptions

Direct Courses to		
Requirement Group:	<input type="text" value="001489"/>	Thematic Minor
Requirement:	<input type="text" value="000002867"/>	Thematic Minor
Line Nbr:	<input type="text" value="0010"/>	Approved Courses

Now you are ready to direct courses to the thematic minor. First, you will need to choose a Course Source. When putting UA courses in the minor choose “Enrollment” if the student is currently enrolled or has completed the course; for a course the student plans to take use “Course Offerings.” Just as with a normal exception you can choose test or transfer credit as well. The Directive Type will be “Substitute.” Once you have made the appropriate Course Source selection click “Search” and identify the course, test credit, or transfer you want to direct to the minor. Once you have selected a course click on to add a new row for a new course. Repeat this process until you have added all of the courses for the thematic minor. It would also be useful to exclude ADVR 101 from the courselist since it merely acting as a placeholder. To do this, choose “Exclude” as your Directive Type and choose ADVR 101 from the course offerings, so it doesn’t show up on the advisement report.

Directed Courses		
*Course Sequence:	<input type="text" value="0001"/>	*Directive Type: <input type="text" value="Substitute"/>
Course Source:	<input type="text" value="Course Offerings"/>	<input type="button" value="Search"/>
Subject:	COMM	Catalog: 101 Intro to Study of Comm
Course ID:	011053	Offer Nbr: 1
Term:	<input type="text"/>	
Directed Units:	<input type="text"/>	Min Grade Points/Unit: <input type="text"/>
Directed Courses:	<input type="text"/>	
Course Topic ID:	<input type="text"/>	
*Course Sequence:	<input type="text" value="0002"/>	*Directive Type: <input type="text" value="Substitute"/>
Course Source:	<input type="text" value="Course Offerings"/>	<input type="button" value="Search"/>
Subject:	JOUR	Catalog: 105 Principles of Journalism
Course ID:	018362	Offer Nbr: 1
Term:	<input type="text"/>	
Directed Units:	<input type="text"/>	Min Grade Points/Unit: <input type="text"/>
Directed Courses:	<input type="text"/>	
Course Topic ID:	<input type="text"/>	

Once all the approved courses have been added, click . This will take you back to the create exception screen. Click and the thematic minor will appear on the academic advisement report.