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

**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. If no updates are needed to majors and minors, the department should submit a “No Updates” curriculum report through the UAccess Curriculum Update modification.

**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 and in Smart Planner. 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. If your updates are significant you will be asked to provide Smart Planner updates as well.

**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 to the forthcoming year’s Academic Catalog. Any outstanding updates will be updated in the Academic Catalog once all issues have been resolved and implemented.

**Understanding Academic Catalogs:**
When you submit updates you are doing so for the upcoming academic year. Updates are not applied retroactively, meaning you will only see these updates for the coming academic year. The Academic Catalog is the University of Arizona’s “contract” with students as to what degree requirements they will be held to based on catalog year. The curriculum in the Academic Catalog needs to be correct as that is the official document of the degree, major, and minor requirements. While departments
may have their own forms or cheat sheets that are more student friendly and accessible, the fact remains that the Academic Catalog needs to be accurate and up-to-date as any matters involving degree requirement disputes or litigation will defer to the Academic Catalog.

**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://request.uaccess.arizona.edu/uaccess_appreq/](https://request.uaccess.arizona.edu/uaccess_appreq/))

**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 in to the UAccess Curriculum mod.
**Training Requirement:** Training with Curricular Affairs or Student Administration

**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

**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

**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

**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
Submitting Curriculum Updates in UAccess

Navigation: Main Menu > Curriculum Management > UA Curriculum Update > UA Submit Curriculum Updates

On this landing page, you can search for “In Progress” submissions (i.e., you have started the process but not submitted it to Curricular Affairs). When submitting new curriculum updates, you’ll need to click “Add a New Value.”

When adding a new value, input the plan code, the sub-plan code (optional), and the term when the updates are due (not when they go into effect). You can click on the icon next to plan to see what plans you have access to and need to update. Once you have put in the pertinent data, click “Add” to generate the Curriculum Update ADVIP.

Note: The term should be the term in which you are submitting the updates and not the term for when they should go into effect. For example, for Fall 2016 updates you would input 2154 (Fall 2015) instead of 2164 (Fall 2016).
The report will tell you the major and degree you have accessed as well as the term. You’ll notice two tabs: Curriculum Update and Curriculum Update Extras. Most of your work will be conducted on the Curriculum Update tab.

You’ll land on a page that looks similar to an online ADVIP. However, unlike the online ADVIP, the Curriculum Report is divided into pages via Requirement Group. To navigate to other areas of the ADVIP you’ll need to use the navigation arrows. The first 4-5 pages will be General Education items that you will likely not need to make any changes to.

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

1. Option I: Core I (R853/L10)
   Complete 1 course:
   - ECON 200: Basic Economic Issues (3.00) [Active]

OR 1. Option II: Core I (R853/L20)
   Complete 2 courses:
   - ECON 201A: Principles of Economics (3.00) [Active]
   - ECON 201B: Principles of Economics (3.00) [Active]

2. Core II (R853/L30)
   Complete 2 courses:
   - ECON 332: Inter Macroeconomics (3.00) [Active]
   - ECON 361: Inter Microeconomics (3.00) [Active]

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. If a course is not available please note it in the comments.

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 might look like this . . .

Once finished with the line updates, click “Ok” to add them to your update request. Clicking 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.

One 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 your set up.
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.

Again, 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.
Edit Requirement Group

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’re 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.”
Curriculum Update Extras Tab

The Curriculum Update Extras tab gives you a few more options for creating and submitting your update. Here, you can include overall comments that you might be unsure where else to include and you can attach files, which might be useful if significant changes need to be made or 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.

A distinction should be made between “Submit” and “Save.” 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’re sure you’re ready to send the updates off.

“Save” retains the updates you have made, but allows to return to them at a later time, perhaps after consulting a colleague regarding a change or when you have more time. Saved items are not submitted and will not be sent to CA for review, so be 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.

Once you have cleared the message, 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

Navigation: Main Menu > Curriculum Management > UA Curriculum Update > UA Review Curriculum Updates

Curriculum Submitters can access the Review pages to see comments on their 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.
Group/Req/Line Edit Tab:

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 L 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.

As with before, comments can be added by inputting text into 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.

As with before, comments can be added by inputting text into 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 submittor needs to respond to the reviewer’s comments. The original submittor will have access to the plan again at Main Menu > Curriculum Management > UA Curriculum Update > UA Submit Curriculum Updates. The submittor 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 submittor 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 submittor 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 submittor.
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: Main Menu > 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: Main Menu > Curriculum Management > UA Curriculum Update > UA Curriculum Updates 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.