Program Updates
INTRODUCTION

Program Forms

A **New Program Form** should be used when creating a new major, minor, licensure, certificate, etc.
- Pages 3-13

A **Revised Program Form** should be used when making any change to an existing program.
- Pages 14-23

A **Deactivate Program Form** should be used to remove a program from the catalog.
- Pages 24-29
GETTING STARTED

New Program Form

New Program Form

PROGRAM INFORMATION

Program Type
Select Program Type (major, minor, certificate, etc.)

Catalog Type
Select Catalog (Undergraduate/Graduate)

College
Select College

Department
Select Department

Submitted By
Your name or faculty name (if submitting on behalf of faculty)

Date
Today’s date

Organization Code
Org and Assignment Codes (if applicable)

Assignment Code

Title
Title is the program title (i.e. “Anthropology B.A.”)
Enter and format the Program Description here.

This section is for the top portion of the program catalog entry – before the Program Requirements section – see example on next slide.
Africana Studies B.A.

College of Humanities and Social Sciences

Location: Candelaria 0140
Telephone: 970.351.2885
Website: www.unco.edu/hss/africana-studies

Advising Information:
Students must consult with their assigned major advisor each semester prior to registering.
To find your advisor, log into ursa.unco.edu go to ‘Student’ tab and click ‘View Student Information’ link. If no advisor is listed, contact the major program for advisor information.

The program consists of three parts:
1. Liberal Arts Core (LAC) Credits
2. Required Major Credits
3. University-Wide Credits

Program Description:
Graduates will have a liberal arts education and skills necessary for working in multicultural environments; qualify for graduate work in Africana Studies or Pan African Studies and will understand the struggles and accomplishments of people of African descent. As a job-related field, Africana Studies fosters the intellectual and professional expertise valuable for positions in teaching (elementary, secondary and post-secondary levels), business, criminal justice, counseling, psychology, and health-related fields. Additional applications include community resource development, urban planning, public and social policy analysis, law, social services, political leadership (local, state and federal) and international relations.

Program Admission Requirements:
Academic Good Standing

Program Requirements:
- AFS 395, Aspects of the African American Experience, is a variable subtitle course, which may be taken more than once, each time with materials applicable to a different program focus. Students may not repeat the same subtitle course in a program focus for credit.
- Electives are chosen with the approval of the coordinator. Majors must choose at least one elective at the 300-level and one elective at the 400-level.

Degree Requirements — 120 Credits
New Program Form

PROGRAM REQUIREMENTS

First, underneath Program Description, click the “Add a Requirement” button to begin adding your program’s details.

Then, you’ll see a box to begin adding requirements.

The first “Requirements Title” is the largest and first heading in the entry, typically “Degree Requirements,” “Minor Requirements,” etc.

If there is any text needed right under the heading, prior to the first section of requirements, add it here (uncommon).

Then, to begin adding sections of required courses, click “Add Requirements List.”
“Requirement Title” is the heading of the section, such as “Required Specified LAC – 9 credits” or “Required Major – 30 credits.”

If there is any text needed under the heading but prior to the list of courses, add it here, such as “Choose one of the following courses:”.

To add the required or elective course options in this section, click “Add Course” (see next slide for more).

If there are any notes that need to be below the course list, add it here, such as “ENST 492: Only 3 credits may count towards this category.”
To select a course to add to the requirements list, click the pencil icon.

In the drop-down, you will click through to select the course, which then shows up in the list. You can add additional courses with the same steps, reorder using the arrows, and remove using the delete button.
PROGRAM REQUIREMENTS
Notes on adding courses to program requirements

Adding Newly-Created Courses
Brand new courses should be submitted using a “New Course Form” and follow the approval process before they can be added to the program via a New/Revised Program Form. Once a final approval has been given for the new course, the forms should populate with the new course(s), and they can then be added.

Creating special instructions in Course Lists
If you need to specify guidelines regarding courses (for example, students should take ENG 218 or ENG 219 to fulfil a requirement – see below), in the course selection option, select “Course Narrative” and choose from a list of pre-existing narrative options.

Note: if an option you need is not listed, please contact the Registrar’s Office.
PROGRAM NOTES

Once you’ve added all your requirement sections and courses, if there are any final notes that should be listed at the bottom of the program, you will enter these in “Program Notes.”
### ADDITIONAL FIELDS

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td>Catalog year</td>
</tr>
<tr>
<td>Requested Term</td>
<td>Active term (fall, spring, summer)</td>
</tr>
<tr>
<td>Professional Education Council (PEC)?</td>
<td>Selecting “Yes” here will ensure proposal is routed to PEC/CEBS.</td>
</tr>
<tr>
<td>CIP Code</td>
<td>CIP Code</td>
</tr>
<tr>
<td>Dean’s Office Verification</td>
<td>Dean/Dean’s Office should verify CIP (re-type CIP Code)</td>
</tr>
<tr>
<td>Specific Admission Standards beyond University Requirements:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Rationale for Change**

Rationale is always required and should indicate why the change is being made.
ADDITIONAL FIELDS

What areas of the catalog will this program reside?
Indicate areas/programs below (attach catalog pages)

Type area(s) of catalog. You do not need to indicate page numbers from the print catalog – these are not used by Registrar’s Office. List online catalog page/section heading (for example, Bachelor’s Degrees)

Four (4) Year Plan: Does this program change constitute a change to the program’s Four Year Plan?

Yes

No

Attach 4 Year Plan if “Yes” is selected.

Statewide Articulation Agreement or 60/60 Transfer Guide:

Each undergraduate degree program will either have a Statewide Articulation Agreement or a 60/60 Transfer Guide, and both can be accessed through the Admission’s Office website at: http://www.unco.edu/admissions/transfer/60x60/2013-14.asp

Is there a Statewide Articulation Agreement for this degree program?

Yes

No
New Program Form

ADDITIONAL FIELDS

Type any academic impact(s) this change could have (both internal and external to your unit).

Attach impact statements from affected units.

Provide additional supporting information here.

Attach supporting documents not already included here (4 year plans, new program documentation, etc.).
A Revised Program Form will first bring up a dialog box to allow you to select the program you plan to edit.

Click the button that populated with the program name to get started on the form.
### GETTING STARTED

**REVISED PROGRAM FORM**

[Select a Program to Change]  
---

If you need to select a different program, you can do so with this button.

---

**Africana Studies BA**

#### PROGRAM INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Type</td>
<td>Select Program Type (major, minor, certificate, etc.)</td>
</tr>
<tr>
<td>Catalog Type</td>
<td>Select Catalog (Undergraduate/Graduate)</td>
</tr>
<tr>
<td>College</td>
<td>Select College</td>
</tr>
<tr>
<td>Department/School/Program</td>
<td>Select Department</td>
</tr>
<tr>
<td>Submitted By</td>
<td>Your name or faculty name (if submitting on behalf of faculty)</td>
</tr>
<tr>
<td>Date</td>
<td>Today’s date</td>
</tr>
<tr>
<td>Organization Code</td>
<td>Org and Assignment Codes (if applicable)</td>
</tr>
<tr>
<td>Assignment Code</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>Africana Studies B.A.</td>
</tr>
</tbody>
</table>

Program title is start of pre-filled data from current catalog/Banner. You do not need to do anything if information is correct and remaining the same.
**PROGRAM DESCRIPTION**

<table>
<thead>
<tr>
<th>Source</th>
<th>Edit and format as needed using the formatting toolbar.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**College of Humanities and Social Sciences**

**Contact:** Travis D. Boyce, Ph.D., Coordinator

**Location:** Candelaria 0140

**Telephone:** 970.351.2685

**Website:** [www.unco.edu/afs](http://www.unco.edu/afs)

**Advising Information:**
Students must consult with their assigned major advisor each semester prior to registering.

Assigned advisor is available through the Ursa login, [https://ursa.unco.edu](https://ursa.unco.edu) under Student tab Academic Profile channel and is term specific. If no advisor is listed, contact the major program for advisor information.

The program consists of three parts:
- Liberal Arts Core (LAC) Credits
- Required Major Credits
- University-Wide Credits

**Program Description:**

Graduates will have a liberal arts education and skills necessary for working in multicultural environments; qualify for graduate work in Africana Studies or Pan African Studies; and will understand the struggles and accomplishments of people of African descent. As a job-related field, Africana Studies fosters the intellectual and professional expertise valuable for positions in teaching (elementary, secondary and post-secondary levels), business, criminal justice, counseling, psychology, and health-related fields. Additional applications include community resource development, urban planning, public and social policy analysis, law, social services, political leadership (local, state and federal) and international relations.

**Program Admission Requirements:**

Academic Good Standing

**Program Requirements:**

AES 395, Aspects of the African American Experience, is a variable subtitle course, which may be taken more than once, each time with materials applicable to a different program focus. Students may not repeat the same subtitle course in a program focus for credit. Electives are chosen with the approval of the coordinator. Majors must choose at least one elective at the 300-level and one elective at the 400-level.

**Degree Requirements — 120 Credits**

div p strong

**Note:** In the past, some of the updates to these sections (such as contact information) would be submitted via a Narrative Form. This is no longer the case, as it pulls directly from the catalog and cannot be separated from the rest of the program information, which does mean that even small updates will go through the approval process.
Existing requirements for the program will pull in. You will be able to edit the courses and text of the requirements in this section (Africana Studies B.A. example).

Select “Add Course” to create a new course line, then the pencil icon to select the course to add. You will need to re-order new courses in order (alphabetical by prefix, then numerical) using the arrows, and you can delete courses with the 🗑️.
PROGRAM REQUIREMENTS

To select a course to add to the requirements list, click the pencil icon.

In the drop-down, you will click through to select the course, which then shows up in the list. You can add additional courses with the same steps, reorder using the arrows, and remove using the 🗑️.
PROGRAM REQUIREMENTS
Notes on adding courses to program requirements

Adding Newly-Created Courses
Brand new courses should be submitted using a “New Course Form” and follow the approval process before they can be added to the program via a New/Revised Program Form. Once a final approval has been given for the new course, the forms should populate with the new course(s), and they can then be added.

Creating special instructions in Course Lists
If you need to specify guidelines regarding courses (for example, students should take ENG 218 or ENG 219 to fulfil a requirement – see below), in the course selection option, select “Course Narrative” and choose from a list of pre-existing narrative options.

Note: if an option you need is not listed, please contact the Registrar’s Office.
PROGRAM REQUIREMENTS

Revised Program Form

If there is any text needed under the heading but prior to the list of courses, add it here.

If there are any notes that need to be below the course list, add it here.

Delete or reorder the entire subsection with these buttons.

At the bottom, you will have options for “Add Requirements List” (new subsection) or “Add a Requirement” (new full section – uncommon)

If there are any notes that need to be below the course list, add it here.
ADDITIONAL FIELDS

Year

Catalog year

Requested Term

Active term (fall, spring, summer)

Professional Education Council (PEC)?

Yes

No

Selecting “Yes” here will ensure proposal is routed to PEC/CEBS.

CIP Code

CIP Code

Dean/Dean’s Office Verification

Dean/Dean’s Office should verify CIP (re-type CIP Code)

Specific Admission Standards beyond University Requirements:

Yes

No

Rationale for Change

Rationale is always required and should indicate why the change is being made.
Revised Program Form

ADDITIONAL FIELDS

What areas of the catalog will this program reside?
*Indicate areas/programs below (attach catalog pages)*

Type area(s) of catalog. You do not need to indicate page numbers from the print catalog – these are not used by Registrar’s Office. List online catalog page/section heading (for example, Bachelor’s Degrees)

Four (4) Year Plan: Does this program change constitute a change to the program’s Four Year Plan?

- Yes
- No

*Attach 4 Year Plan if “Yes” is selected.*

Statewide Articulation Agreement or 60/60 Transfer Guide:

*Each undergraduate degree program will either have a Statewide Articulation Agreement or a 60/60 Transfer Guide, and both can be accessed through the Admission's Office website at: http://www.unco.edu/admissions/transfer/60x60/2013-14.asp*

Is there a Statewide Articulation Agreement for this degree program?

- Yes
- No
Type any academic impact(s) this change could have (both internal and external to your unit).

Attach impact statements from affected units.

Provide additional supporting information here.

Attach supporting documents not already included here (4 year plans, etc.).
A Deactivate Program Form will first bring up a dialog box to allow you to select the program you plan to delete.

**GETTING STARTED**

A Deactivate Program Form will first bring up a dialog box to allow you to select the program you plan to delete.

Click the button that populated with the program name to get started on the form.
GETTING STARTED

DEACTIVATE PROGRAM FORM

Select a Program to Deactivate

If you need to select a different program, you can do so with this button.

Africana Studies BA

PROGRAM INFORMATION

Program Type

Select Program Type (major, minor, certificate, etc.)

Catalog Type

Select Catalog (Undergraduate/Graduate)

College

Select College

Department/School/Program

Select Department

Submitted By

Your name or faculty name (if submitting on behalf of faculty)

must have faculty status

Date

Enter date

Today’s date

Organization Code

Org and Assignment Codes (optional)

Assignment Code

Title

Africana Studies B.A.

Program title is start of pre-filled data from current catalog/Banner. It is not able to be edited in a deactivation form.
Program description and requirements will populate just as they do in a Revise Program Form. Since you are deactivating, you will not change anything in these fields. Headings/titles in these sections are not able to be edited.
Deactivate Program Form

**ADDITIONAL FIELDS**

**Year**
- Catalog year program will be deactivated

**Requested Term**
- Deactivation term (fall, spring, summer)

**Professional Education Council (PEC)?**
- Yes
  - Selecting “Yes” here will ensure proposal is routed to PEC/CEBS.
- No

**CIP Code**
- CIP Code *(optional)*

**Dean’s Office Verification**
- Dean/Dean’s Office should verify CIP (re-type CIP Code) *(optional)*

**Rationale for Change**

Rationale is always required and should indicate why the program is being deactivated is being made.
What areas of the catalog will this program reside?

Type area(s) of catalog. You do not need to indicate page numbers from the print catalog – these are not used by Registrar’s Office. List online catalog page/section heading (for example, Bachelor’s Degrees)

Academic Impact

(Feedback from Units Who Have Been Notified)

Type any academic impact(s) this change could have (both internal and external to your unit).

Academic Impact

A statement (e.g., emails are acceptable) from each impacted program must be attached.

Attach Files  Attach impact statements from affected units.
Deactivate Program Form

ADDITIONAL FIELDS

Provide additional supporting information here.

Attach supporting documents not already included here (optional)
WORKFLOW QUESTIONS & ISSUES

Please let us know when you have questions or concerns throughout the process! Email Meagan.Crews@unco.edu and Brandi.Hopp@unco.edu for issues like:

Something isn’t working correctly

• We’ll work to get technical issues resolved as quickly as possible.

You can’t figure out how to make a curriculum change

• If something is missing in the forms or you aren’t sure how to make a particular change, please first check over training materials to make sure you’re in the correct form for the change you’re making. If so, please let us know what you’re attempting to do and we will assist you.

Something is annoying, tedious, or doesn’t make sense!

• Let us know. We might be able to get it resolved, but we are under constraints of the software – but we won’t be able to improve the system if we don’t at least ask! Some of these issues might be able to get corrected going forward. Remember, this is year one – year two will be better with the help of user feedback.
Resources

• **Contacts**
  • Meagan Crews, Curriculum Liaison Specialist ([Meagan.Crews@unco.edu](mailto:Meagan.Crews@unco.edu) / 1-3004)
  • Brandi Hopp, Curriculum Support Specialist ([Brandi.Hopp@unco.edu](mailto:Brandi.Hopp@unco.edu) / 1-4778)

• **Resources**
  • [Registrar's Office: Curriculum](#)
  • [SmartCatalog Curriculum Workflow Login](#)