Build A Major Map Training

Created 9/20/11 by Jocelyn Rojeck
Updated 6/19/15 by Lauren Leo

Build a Major Map Training
Table of Contents (linked)

CONTACTS AND RESOURCES

- **Lauren Leo:** Lauren.Leo@asu.edu or **Sergio Quiros:** Sergio.Quiros@asu.edu

- My ASU > Service Tab > Service Articles > search "BAMM"

- catalog.asu.edu/BAMM (college catalog coordinators can request additional access to this page, if required)

  (Return to the table of contents)

APPLICATION URL

Web Location:

https://webapp4.asu.edu/roadmaps or use the shortcut asu.edu/bamm *USE FIREFOX*

You will need to log in with your ASURITE. Please e-mail your college catalog coordinator or majormaps@asu.edu to request access to the application.

  (Return to the table of contents)

WORKFLOW and PERMISSIONS

Upon logging in, the home screen will display ASU's colleges and schools, along with five columns that keep an up-to-date count of where major maps are in the workflow. If your college or school decides to give users access at a department level, the first column (Department Review) is where every major map will start at the beginning of the annual review cycle. If your college decides to give users access at the college level, then the second column (College Review) is where every major map will begin its review. The "Change" link next to the catalog year is where you can change which catalog year you are viewing.

Major Maps for catalog year: 2015-2016 Change

College	Department Review	College Review	Provost Review	DARS Review	Completed
Business, W. P. Carey School of	0	1	2	5	35
Design & the Arts, Herberger Institute for	0	0	4	1	57
Engineering, Ira A. Fulton Schools of	0	1	3	20	38
Global Management, Thunderbird School of	0	0	0	0	1
Health Solutions, College of	0	0	2	8	17
Honors - Barrett, The Honors College	0	0	1	0	0
Interdisciplinary Arts & Sciences, New College of	1	13	5	4	37
Journalism & Mass Communication, Walter Cronkite School of	0	1	0	0	7
Letters & Sciences, College of	0	1	10	7	29
Liberal Arts & Sciences, College of	0	0	4	3	113
Nursing and Health Innovation, College of	0	1	2	1	8
Public Service and Community Solutions, College of	0	2	5	18	14
Sustainability, School of	0	0	0	3	0
Teachers College, Mary Lou Fulton	0	0	2	2	23

E.g. In the above image, it shows that W. P. Carey has one major map created and currently being reviewed at the college level.

This application has four levels of access: Department, College, Provost and DARS.

If you have Department-level access, you will be able to view any major map in any college/school, but you can only edit the major maps within your department, in your college/school. Once you have reviewed and edited your major maps for the upcoming academic year, you will submit your maps to the college level for review.

If you have College-level access, you will be able to view any major map, but you will only have the ability to edit the major maps within your college/school. Once a major map is at the college review stage, you will review the major map and then submit it to the Office of the University Provost.

The Provost-level will be able to see any major map at any time and review maps once they are submitted to the provost review stage. Once the major map is approved by the Office of the University Provost, it is submitted to the DARS level.

If you have DARS-level access, you will only be able to view the major maps and review the content for your college or school. There is no access for editing. Once the DARS team is done reviewing the contents of the major map, they will submit it to the completed level. At this point, the review cycle is complete.

On the home page, in the top right corner of the screen, there is a **Settings** link. Here you will be able to do a variety of things, depending on your level of access.

SETTINGS

Profile tab

The profile tab provides information about your role and access within Build a Major Map (BAMM).

Create tab

If your college is going through the process of proposing a new degree program or concentration, you are able to create a temporary major map which you can submit with your proposal and use until the proposal is approved. It will never be visible to students and will only go to the provost level of the review cycle. To create a temporary major map, go to "Settings", and then click on the "Create" tab.
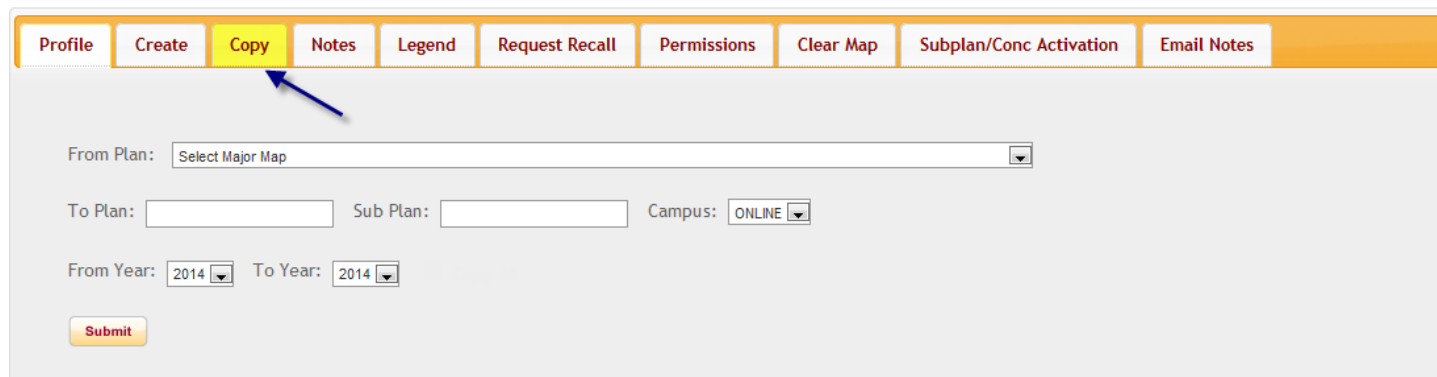

Here you choose your college, which department the plan or concentration is in, the type of degree and catalog year. Give your major a name, and it will automatically generate a temporary academic plan code. If this new program is very similar to a current program, you can opt to copy the requirements from a current major map to this temporary major map. This can save you a lot of time because instead of starting from stratch, all you will need to do is just edit a few requirements. Once you click submit, you will find your proposed major map listed under your college or school with the rest of your major maps:
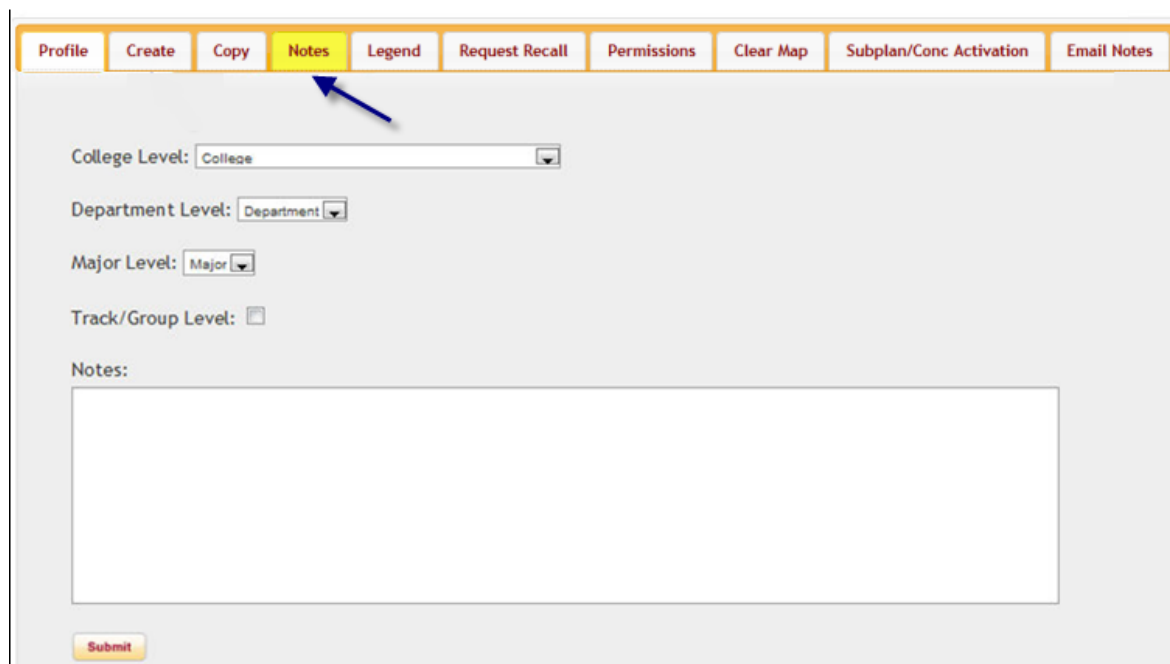
Copy tab

On this tab you will be able to copy the requirements from one major map to a different major map, by academic plan code. This will be used frequently for majors that have both a BA and a BS, since many of the requirements will be the same.

Notes tab

The notes tab is where you will enter the notes that you would like appear at the bottom of the major map. If you have department access, you will be able to create notes on the major level, for any of the majors within your department. If you have college access, you will be able to create a college level note that will display on all major maps within your college, as well as the ability to add notes on any individual major maps within your college. There are two areas where the notes will be displayed. Some notes will be located directly above the legend, in the order of: 1) university-wide notes 2) college-wide notes 3) major-specific notes. The other location for notes will be directly above the track/group course list(s). These notes should be used for specific directions related to the tracks or groups.

Legend tab

Depending on your level of access, there are different fields that you can update in the legend.

- Department-level access: Can update three fields in the legend, including the major GPA, total hours at ASU and upper-division hours.

- College-level access: Can update four fields in the legend, including the total college residency hours (can be changed for the entire college), major GPA, total hours at ASU and upper division hours.

- Provost-level access: Can update the cumulative GPA, the hours of resident credit for academic recognition, the total community college hours and the upper-division hours. These changes would apply to all degree programs. The provost level can also update total college residency hours for an entire college. Finally, the provost level can update the major GPA for individual majors.

Total Hours: 120
Upper Division Hours: 45 minimum
Major GPA: 2.50 minimum
Cumulative GPA: 2.00 minimum
Total hrs at ASU: 30 minimum
Hrs Resident Credit for
Academic Recognition: 56 minimum
Total Community College Hrs: 64 maximum
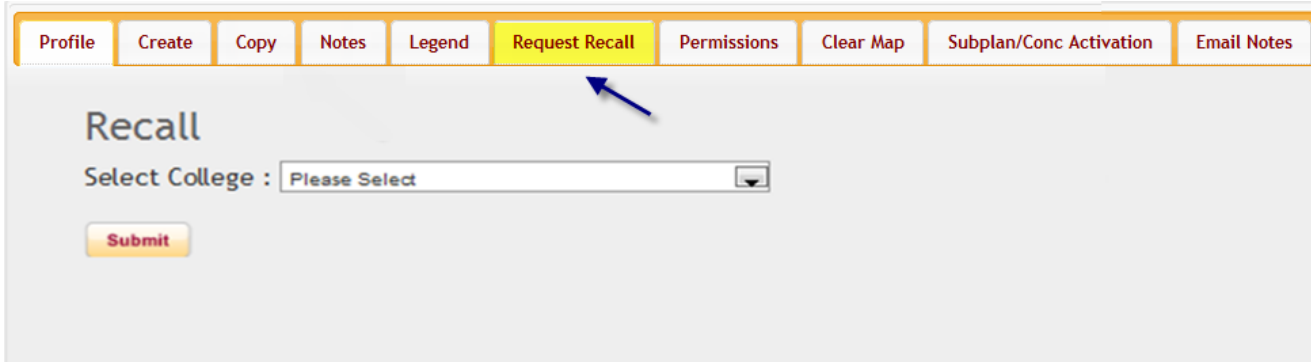
← Legend displayed at the bottom of major maps.

Request Recall tab

This is where users with College-level access or Provost-level access can approve or deny requests to recall maps that are locked and currently at their review level. A college can also request the recall of every map within their college in one step. This might be used if a college wanted to change a core requirement that is on all or most of the major maps. Users with Department-level access or DARS-level access do not have this tab.

(Please continue to page 10 for more information about settings or Return to the table of contents)

Permissions tab

The permissions tab is where you can request access as well as approve access that has been requested. What you are able to do in this tab depends on your level of permissions.

- <u>Department-level access</u>: You will not see the permissions tab at all.

- <u>College-level access</u>: You will have a permissions tab, and you are able to:

    o give someone department-level access within your college
    o request college-level access for another asurite
    o see who else has college- and- department-level access within your college

- <u>Provost-level access</u>: You will have a permissions tab, and you are able to:

    o give someone DARS, college or provost-level access
    o approve college- or- DARS-level requested access
    o see everyone who has any level of access in the application

- <u>DARS-level access</u>: This is the only tab you will see in Settings, and the only function in this tab is the ability to request DARS access for a specific asurite.

Clear Map tab

The clear map tab is where users with department, college or provost-level access can go to delete major maps.
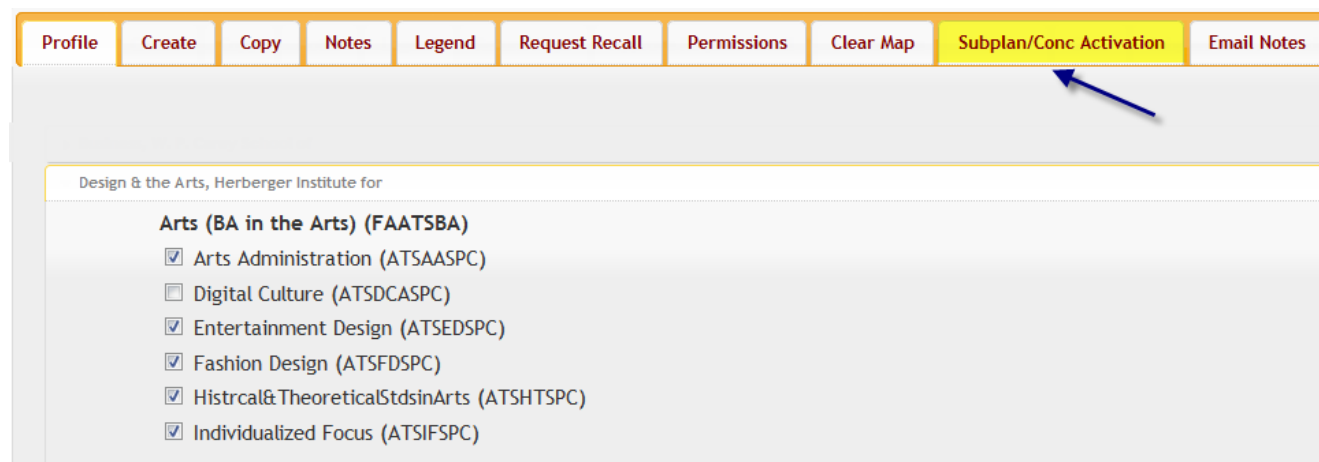
CAUTION: ONCE A MAJOR MAP IS CLEARED, IT IS <u>NOT</u> POSSIBLE TO RETRIEVE THE DATA. IT IS GONE FOREVER.

Subplan/Conc Activation tab

If you have college- or- provost-level access, you will have the subplan/conc activation tab. This is where you can see if a program has subplans and check those that need to display in your BAMM queue. For example, there are five subplans for Arts (BA in the Arts) that are being used at this time. If the box is not checked, these BAMM shells will not display in your list (queue) of major maps.

Email Notes tab

The email notes tab allows you to turn email notifications on or off. It is strongly encouraged that you leave these emails on, especially during the fall, so that you don't have to constantly check the application for major maps that are awaiting your review.

(Return to the table of contents)

VIEWING AND EDITING MAJOR MAPS

Major Maps for catalog year: 2015-2016 Change

College	Department Review	College Review	Provost Review	DARS Review	Completed
Business, W. P. Carey School of	0	1	2	5	35
Design & the Arts, Herberger Institute for	0	0	4	1	57
Engineering, Ira A. Fulton Schools of	0	1	3	20	38
Global Management, Thunderbird School of	0	0	0	0	1
Health Solutions, College of	0	0	2	8	17
Honors - Barrett, The Honors College	0	0	1	0	0
Interdisciplinary Arts & Sciences, New College of	1	13	5	4	37
Journalism & Mass Communication, Walter Cronkite School of	0	1	0	0	7
Letters & Sciences, College of	0	1	10	7	29
Liberal Arts & Sciences, College of	0	0	4	3	113
Nursing and Health Innovation, College of	0	1	2	1	8
Public Service and Community Solutions, College of	0	2	5	18	14
Sustainability, School of	0	0	0	3	0
Teachers College, Mary Lou Fulton	0	0	2	2	23

Click on your college (e.g. College of Liberal Arts and Sciences). The next page will display all of the active major maps in the college or school you chose (see below).

Major Maps for catalog year: 2015-2016 Change

College of Liberal Arts and Sciences

Major Map	Status	Department Review	College Review	Provost Review	DARS Review	Completed
Actuarial Science (BS)	Completed	10/29/2014 (mhowe)	11/11/2014 (pfarmer)	11/20/2014 (say97)	02/11/2015 (phansen)	Completed
African and African American Studies (BA)	Empty					
African and African American Studies - African Diaspora Studies	Completed	09/26/2014 (fpina)	11/05/2014 (pfarmer)	11/17/2014 (leleo)	02/12/2015 (phansen)	Completed
African and African American Studies - African Studies	Completed	09/26/2014 (fpina)	11/18/2014 (pfarmer)	11/20/2014 (say97)	02/12/2015 (phansen)	Completed
American Indian Studies (BS)	Completed	09/16/2014 (jfulwild)	10/31/2014 (pfarmer)	11/03/2014 (say97)	02/12/2015 (phansen)	Completed

The major map column displays the title of the major map. If you right click on the title of the major map, you can see the academic plan code, the department code and academic subplan, if applicable.

Actuarial Science (BS)

African and African Ame

Major Map Info: ☒

Acad Plan: LAACTBS
Department:CMATHSTAT

The second column is the status of the major map. It correlates with where the major map is in the review process. "Empty" means that the major map has not been created yet. If the major map is in the column titled "College Review," it means that the major map is currently being reviewed by the college-level reviewer. The status can also be the following: Department Review, Provost Review, DARS Review or Completed, depending on where the major map is in the review cycle. If you have college access the "College Review" column is where you will perform an action to the major map

The lock symbols are two different colors. If the lock is gray, it means that you, personally, have locked this major map to edit it. The red lock means that someone else has locked that major map for editing. If you hover over the lock, it will tell you the user name for the person who has that major map locked.

If you were to click on "Create," it would bring up an empty curriculum check-sheet. This is where you would create the course requirements for this major (see image below for a sample of an empty curriculum check-sheet). In the example below, you can see that the curriculum check-sheet is divided up into three sections: University Requirements, Major Requirements and Electives.

2015 Sequencing View for
African and African American Studies (BA)
College of Liberal Arts and Sciences
LAAFRBA

University Requirements

First-Year Composition

🚫 ENG 101 or ENG 102: First-Year Composition OR
ENG 105: Advanced First-Year Composition OR
ENG 107 or ENG 108: First-Year Composition   6 Hr(s) /Grd: C

First-Year Seminar

🚫 ASU 101: The ASU Experience   1 Hr(s) /Grd: C

Literacy and Critical Inquiry (L) (Three lower division hours AND three upper division hours.)

Mathematical Studies (MA and CS) (Six semester hours combined. Three in each core area.)

Humanities, Arts and Design (HU) and Social-Behavioral Sciences (SB) (12 semester hours combined. Six hours (HU) AND six hours (SB).)

Humanities, Arts and Design (HU) and Social-Behavioral Sciences (SB) (15 semester hours combined. Minimum six hours in each core area.)

Humanities, Arts and Design (HU) or Social-Behavioral Sciences (SB) (three upper division hours.)

Natural Sciences (SG and SQ) (Eight semester hours combined, at least four in SQ.)

Cultural Diversity in the U.S. (C) (Three semester hours.)

Global Awareness (G) (Three semester hours.)

Historical Awareness (H) (Three semester hours.)

Major Requirements

Electives

Within the section titled "University Requirements," the categories are already created for you. "Literacy and Critical Inquiry (L)" is an example of a category. You will add specific requirements under these categories. First-Year Composition is also prepopulated. Within the sections titled "Major Requirements" and "Electives," you can build your own program-specific categories. The curriculum check-sheet should be organized in the same fashion as the graduation audit (DARS) for the degree.

Notes
- Test note - College level
- Test note - Dept level
- Test note - Major specific level

Total Hours: 0
Total Upper Division Hours: 45 minimum
Cumulative GPA: 2.00 minimum
Major GPA: 2.00 minimum
Total Hrs at ASU: 30 minimum
Hrs Resident Credit for
Academic Recognition: 56 minimum
Total Community College Hrs: 64 maximum

General University Requirements Legend

General Studies Core Requirements:
- Literacy and Critical Inquiry (L)
- Mathematical Studies (MA)
- Computer/Statistics/Quantitative Applications (CS)
- Humanities, Arts and Design (HU)
- Social-Behavioral Sciences (SB)
- Natural Science - Quantitative (SQ)
- Natural Science - General (SG)

General Studies Awareness Requirements:
- Cultural Diversity in the U.S. (C)
- Global Awareness (G)
- Historical Awareness (H)

First-Year Composition

General Studies designations listed on the major map are current for the 2015 - 2016 academic year.

Major Map Validation (Refresh)
- Literacy and Critical Inquiry (L) total hours should be at least 6 (current 0)
- Literacy and Critical Inquiry (L) total should contain at least 3 upper division hours (current 0)
- Mathematical Studies (MA) total hours should be at least 3 (current 0)
- Computer/Statistics/Quantitative Applications (CS) total hours should be at least 3 (current 0)
- Humanities, Arts and Design (HU) total hours should be at least 6 (current 0)
- Social-Behavioral Sciences (SB) total hours should be at least 6 (current 0)
- Humanities, Arts and Design (HU) and Social-Behavioral Sciences (SB) combined total should cotain at least 3 upper division hours (current 0)
- Natural Science - Quantitative (SQ) total hours should be at least 4 (current 0)
- Natural Science - Quantitative (SQ) and Natural Science - General (SG) combined total hours should be at least 8 (current 0)
- Cultural Diversity in the U.S. (C) total hours should be at least 3 (current 0)
- Global Awareness (G) total hours should be at least 3 (current 0)
- Historical Awareness (H) total hours should be at least 3 (current 0)
- Total hours should be 120 (current 0)
- Upper division hours should be at least 45 (current 0)
- The major map does not contain a critical requirement in term 1. Critical requirements are indicators for a student to progress in the major.
- The major map does not contain a critical requirement in term 2. Critical requirements are indicators for a student to progress in the major.
- The major map does not contain a critical requirement in term 3. Critical requirements are indicators for a student to progress in the major.
- The major map does not contain a critical requirement in term 4. Critical requirements are indicators for a student to progress in the major.
- The major map does not contain a necessary requirement in term 5. Necessary requirements are key for timely completion of the degree.
- The major map does not contain a necessary requirement in term 6. Necessary requirements are key for timely completion of the degree.
- The major map does not contain a necessary requirement in term 7. Necessary requirements are key for timely completion of the degree.
- The major map does not contain a necessary requirement in term 8. Necessary requirements are key for timely completion of the degree.

Below the Electives section, we have the notes area for notes that are university-wide, college-wide, departmental or major map specific. We also have the legends for ASU requirements and General Studies. Below that, where the red text is displaying, we have the validation on this particular major map. Since we have an empty major map, you can see that this major is missing all of the General Studies requirements, as well as the minimum required upper-division credit hours, the minimum total credit hours for degree completion and critical and necessary requirements. Once the major map has met all of these requirements, you will see the following note in the bottom left corner:

Major Map is valid (Refresh)

Before you are able to start adding requirements or editing, the major map will ask you to lock it. This ensures that while you are working on the major map, no one else can also be in there making changes. You can lock a major map two different ways:

1. click anywhere in the page and a pop will come up asking you to click OK to lock the major map

   or

2. in the top right corner of the page, there is a link called "Lock Major Map," which will lock the map once you click on it

If we go back to the list of majors in a college or school, and you click "Review" for a major that is already created, you are able to review the major map course requirements and term sequencing.

An example of what the major requirements section of the curriculum check-sheet might look like.

The diamond shaped icon symbolizes a critical requirement, per eAdvisor. The star shaped icon symbolizes a necessary requirement (see page 19 for more information about critical and necessary requirements).

The check-sheet is also where you can add, delete or edit current requirements. To edit a requirement, click on the text of the requirement, and then choose edit. To delete a requirement, either click on the text of the requirement and choose delete, or hover over the gray "x" to the left of the requirement. When the "x" turns red, click to delete. To add a requirement, click the gold button that says "course" under the category that you would like to add a requirement to.

The second and third columns represent the credit hours for that requirement, and the minimum grade required, if applicable.

Community Advocacy and Social Policy (BA)

College of Public Service and Community Solutions
PPCASPBA

Total Hours	120	Upper Division Hours	51

Add Term

Copy term notes: +

University Requirements

Term 1	Term Count: 0 - 16	Total Credits: 16	Notes

Add Summer

First-Year Composition

ENG 101 or ENG 102: First-Year Composition OR
ENG 105: Advanced First-Year Composition OR
ENG 107 or ENG 108: First-Year Composition   6 Hr(s) /Grd: C

◆ Complete ENG 101 OR ENG 105 OR ENG 107 course(s).

First-Year Seminar

ASU 101-CPP: The ASU Experience   1 Hr(s)

Literacy and Critical Inquiry (L) (Three lower division hours AND three upper division hours.)

Literacy and Critical Inquiry (L)   3 Hr(s)

Mathematical Studies (MA and CS) (Six semester hours combined. Three in each core area.)

MAT 142: College Mathematics (MA)   3 Hr(s)

◆ Complete Mathematics (MA) requirement.

Humanities, Arts and Design (HU) and Social-Behavioral Sciences (SB) (12 semester hours combined. Six hours (HU) AND six hours (SB).)

Humanities, Arts and Design (HU)   6 Hr(s)

Natural Sciences (SG and SQ) (Eight semester hours combined, at least four in SQ.)

Natural Science - Quantitative (SQ) OR
Natural Science - General (SG)   4 Hr(s)

Natural Science - Quantitative (SQ)   4 Hr(s)

Humanities, Arts and Design (HU) or Social-Behavioral Sciences (SB) (three upper division hours.)

Cultural Diversity in the U.S. (C) (Three semester hours.)

Global Awareness (G) (Three semester hours.)

X ◆ SWU 171: Introduction to Social Work (SB & H)   3 Hr(s) /Grd: C
X ◆ PSY 101: Introduction to Psychology (SB) OR
SOC 101: Introductory Sociology (SB)   3 Hr(s) P
X ASU 101-CPP: The ASU Experience   1 Hr(s) P
X CRJ 100: Introduction to Criminal Justice (SB)   3 Hr(s)
X MAT 142: College Mathematics (MA)   3 Hr(s) P
X ENG 101 or ENG 102: First-Year Composition OR
ENG 105: Advanced First-Year Composition OR
ENG 107 or ENG 108: First-Year Composition   3 Hr(s) /Grd: C
X Milestone: Meet with an academic advisor

- An SAT, ACT, Accuplacer, or TOEFL score determines placement into first-year composition courses
- ASU Math Placement Exam score determines placement in Mathematics course
- ASU 101 or College specific equivalent First Year Seminar required of all freshman students
- ASU 101 is for ASU freshman students only and is not required for transfer students

Term 2	Term Count: 17 - 32	Total Credits: 16	Notes

Add Summer

X ◆ ECN 211: Macroeconomic Principles (SB) or SWU 181: Economics: A Social Issues Perspective OR
PHI 101: Introduction to Philosophy (HU) or PHI 105: Intro to Ethics (HU) or SWU 183: Introductory Ethics: A Social Issues Perspectives OR
POS 110: Government and Politics (SB) or SWU 182: Social Services Perspective of Government (SB)   3 Hr(s) P
X ENG 101 or ENG 102: First-Year Composition OR
ENG 105: Advanced First-Year Composition OR
ENG 107 or ENG 108: First-Year Composition   3 Hr(s) /Grd: C

When a major map is newly created, the eight terms on the right will be empty. For online major maps, the terms are split into session A and session B and are numbered up to 10B. The sequencing page can be accessed via the link in the top left corner of BAMM:

Home ▸ Major Map List ▸ Curriculum Check-Sheet ▸ **Continue** to Sequencing ◀

(Please continue to page 18 for more information about viewing and editing major maps or)

On the sequencing page, you will take the requirements you created in the curriculum check-sheet (now displayed in the left column) and drag them to the appropriate term for the major map. You can also right click on a requirement on the (left side), and then click on the term where you would like to add that requirement.

If a requirement is not being used in any term on the major map, the icon highlighted in the screen shot below will appear next to the requirement to indicate this:
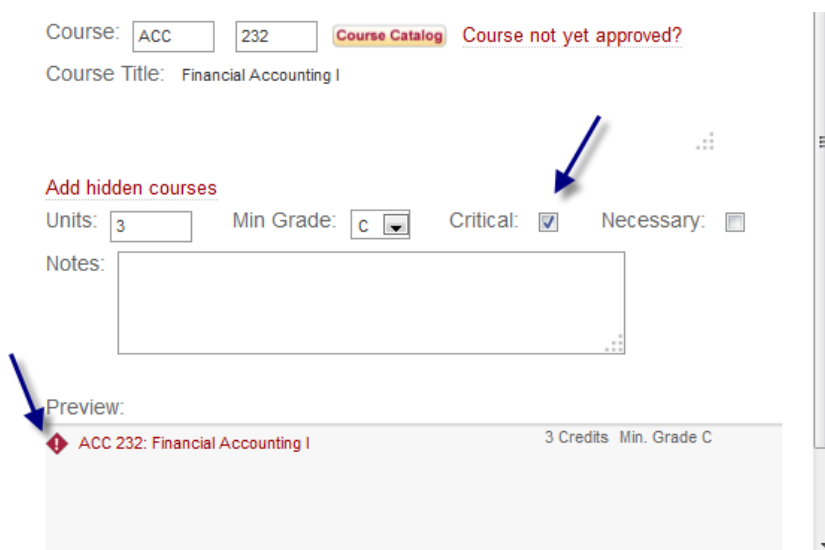
If you are not going to use that requirement on your major map, please delete it from the curriculum check-sheet.

(Return to the table of contents)

CRITICAL AND NECESSARY REQUIREMENTS

Arizona State University uses the eAdvisor Tracking Tool to monitor student progress toward degree completion throughout all eight semesters. "Critical" courses should be present in terms 1 – 4 (1A – 4B for online major maps), and at LEAST one requirement per term must be marked critical. Critical requirements are those courses or requirements that faculty have deemed as predictors of future student success in a particular major.
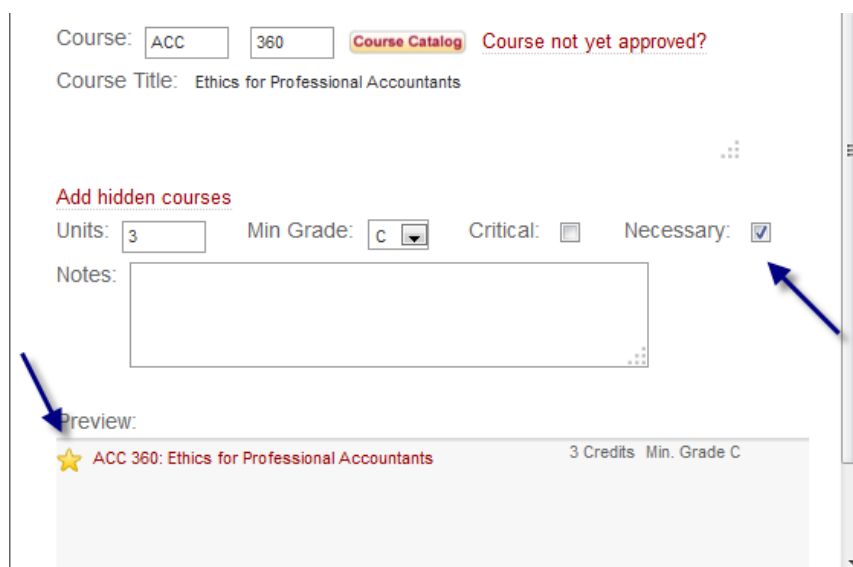
You also must mark courses in terms 5 – 8 (5A – 10B for online major maps) as "necessary." Again, at LEAST one requirement per term must be marked necessary. These identified courses are considered necessary, or required, to progress toward graduation in 8 semesters. Courses that are prerequisites for courses in later terms or are sequential in nature are good examples of necessary courses.
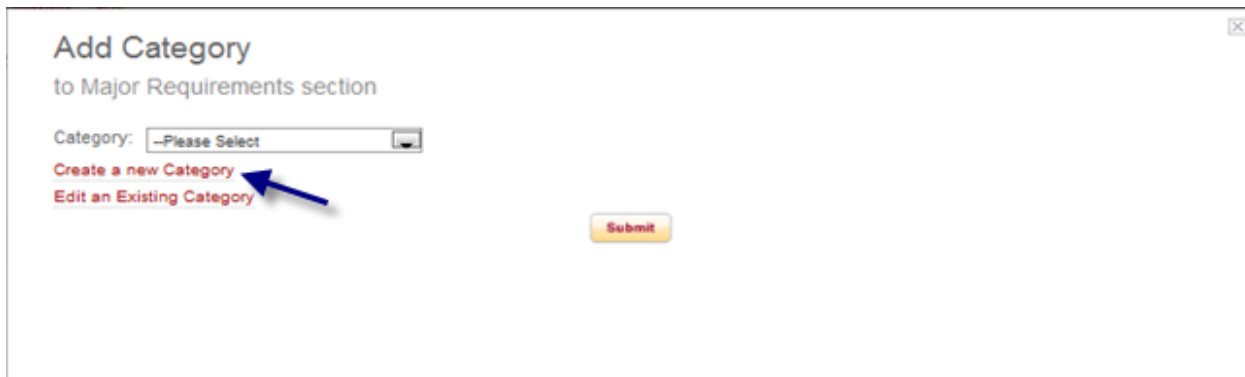
(Return to the table of contents)

ADDING REQUIREMENTS
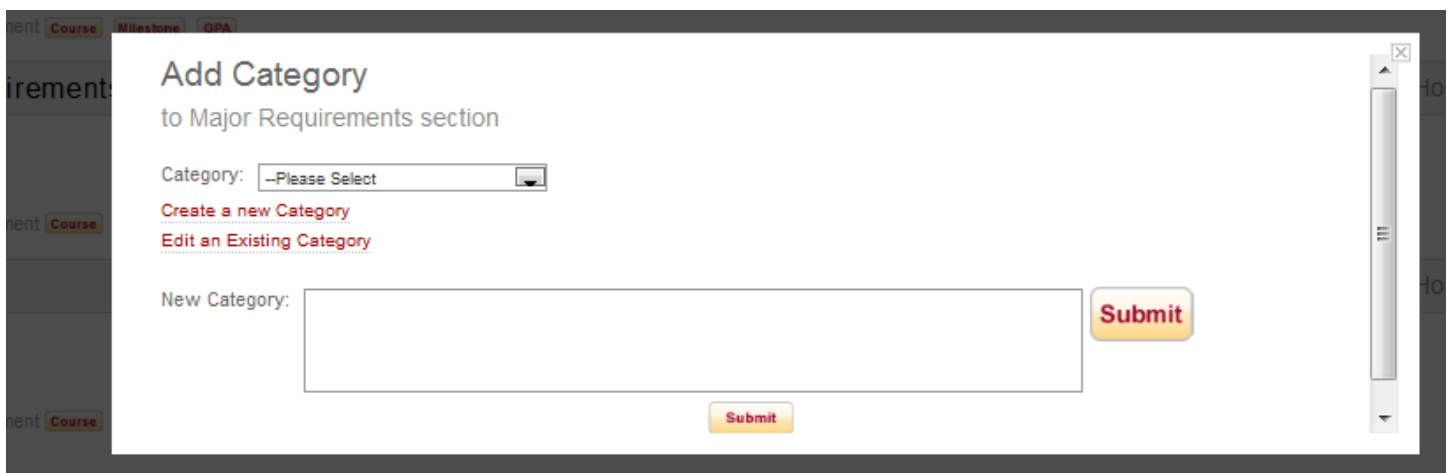
Creating a category

First, if there isn't already a category, add one. Requirements should not be added without a category. Remember, the curriculum check-sheet should have the same categories as the graduation audit. Under the section where you would like to add a category (Major Requirements or Electives) click on the category button. The pop-up form will appear:

If there is already a category in the drop-down menu that meets your needs, select it. If you cannot find one that is appropriate, click the link titled "Create a new Category", and a new text field box will appear:

Type in the title of the category and click the **BIG** submit button on the right. This will then automatically add your new category to the bottom of the drop-down menu where you can then select your newly created category. If you make an error when you are creating your category (e.g. spelling), choose the newly created category from the drop-down menu, and then click the link titled "Edit an Existing Category." This will bring up the text box again so that you can make the necessary changes. **NOTE**: If you edit a pre-existing category, it will update that category *EVERYWHERE* it is used in the application. Please do not change an existing category if it is not yours, as another college may be using it. If you spot an error in spelling or grammar, please contact us.

Creating a Single Course Requirement

Now that you have a category, it's time to add requirements to it. Let's add the courses from term two for the Computer Information Systems degree in W. P. Carey School of Business.

TERM TWO: 16-30 CREDIT HOURS				
ACC 231: Uses of Accounting Information I	3	☐		Grade of C
Complete 1 course from: ECN 211: Macroeconomic Principles (SB) ECN 212: Microeconomic Principles (SB)	3	☐		Grade of C
MAT 211: Mathematics for Business Analysis OR MAT 271: Calculus with Analytic Geometry II (MA)	3-4	☐		Grade of C
ENG 101 or 102: First-Year Composition OR ENG 105: Advanced First-Year Composition OR ENG 107 or 108: English for Foreign Students	3	☐		Grade of C
SOC course (SB)	3	☐		

Choose Course under the Major Requirements category as ACC 231 is a major requirement.

Add Course Requirement
to Major Requirements

Requirement Type: [Single Course ▾]

Course: [ ] [ ] [Course Catalog] Course not yet approved?
Course Title:

Add hidden courses
Units: [ ]   Min Grade: [▾]   Critical: ☐   Necessary: ☐
Notes: [ ]

Preview:

At the top of the course requirement form it tells you what you are doing (Add Course Requirement) and where you are adding it (to Major Requirements).

> Requirement Type: This drop-down has the types of course requirements you can add. Depending on the option you select in the drop-down, the form will update to reflect different fields. Our first course in term two is ACC 231 Uses of Accounting Information I. This is a single course, so we use the single course form which always comes up by default.

> Course: This is where you add the subject, ACC, and the course number, 231. The application pulls directly from the course catalog. So, once a user types ACC 231, the Units field becomes populated and the course title shows up automatically. Note: If the course information does not pull in automatically, try hitting tab after entering both the subject and number.

Add Course Requirement
to Major Requirements

Requirement Type: Single Course

Course: ACC   231   Course Catalog   Course not yet approved?
Course Title: Uses of Accounting Information I

Add hidden courses
Units: 3   Min Grade: ▢   Critical: ☐   Necessary: ☐
Notes:

Preview:
ACC 231: Uses of Accounting Information I   3 Credits

Now I can choose a Min Grade, if there is one. In this case, they want the student to earn at least a grade of "C." So, I choose "C" from the drop-down. Since it is shaded on the PDF version of the major map, indicating that this is a critical requirement, I check the Critical box.

In the light gray box at the bottom, you will be able to see a preview of what the requirement will look like on the check-sheet. This allows you to ensure that the requirement is correct before hitting submit. Once it's submitted, that is how it will display on the curriculum check-sheet. The critical icon, course title, unit hours and min grade are all visible.

X Major Requirements
    X ◆ ACC 231: Uses of Accounting Information I   3   C
        Add Requirement Course Milestone GPA

Creating a Multiple Course Requirement

TERM TWO: 16-30 CREDIT HOURS				
ACC 231: Uses of Accounting Information I	3	☐		Grade of C
Complete 1 course from: ECN 211: Macroeconomic Principles (SB) ECN 212: Microeconomic Principles (SB)	3	☐		Grade of C
MAT 211: Mathematics for Business Analysis OR MAT 271: Calculus with Analytic Geometry II (MA)	3-4	☐		Grade of C
ENG 101 or 102: First-Year Composition OR ENG 105: Advanced First-Year Composition OR ENG 107 or 108: English for Foreign Students	3	☐		Grade of C
SOC course (SB)	3	☐		

The next requirement is ECN 211 or ECN 212. This is a multiple course requirement. Click Course, under the Major Requirements category again, but this time you will choose "Multiple Course" from the drop-down in the form.

Add Course Requirement
to Major Requirements

Requirement Type: [Multiple Course ▼]

Course 1

Requirement Type: [Single Course ▼]

Course: [   ] [   ] [Course Catalog] Course not yet approved?

Course Title:

Add hidden courses

Add an [OR] [AND] [or] requirement

Units: [   ]   Min Grade: [▼]   Critical: ☐   Necessary: ☐

Hide course titles: ☐

Notes: [   ]

Now we can enter both classes in a similar fashion to entering a single course. Enter ECN 211, then click the OR button. (Note: The AND button can be used for creating requirements that should be taken together such as a lecture and a lab.) Clicking "OR" will bring up the fields to add your next course which, in this case, is ECN 212.

Course 1

Requirement Type: [Single Course ▼]

Course: [ECN] [211] [Course Catalog] Course not yet approved?

Course Title: Macroeconomic Principles (SB)

Add hidden courses

☒

OR Course 2

Requirement Type: [Single Course ▼]

Course: [ECN] [212] [Course Catalog] Course not yet approved?

Course Title: Microeconomic Principles (SB)

Add hidden courses

Add an [OR] [AND] [or] requirement

Units: [3]   Min Grade: [▼]   Critical: ☐   Necessary: ☐

Then I will add a Min Grade of "C" and also make this requirement critical. You will be able to see the preview of the display in the form for this multiple course requirement:

Click Submit, and now on the curriculum check-sheet we have:

Note: By clicking "or" (little or) you can add courses that are optional, where one or the other course should be taken but not both. This is commonly used in tracks or groups. This is also sometimes used with multiple course requirements.

For example, pretend that you want the student to take two of the three courses listed over two terms. With the little "or," they know that they have to take **either** ENG 301 and COM 230 or ENG 302 and COM 230 by the end of those two terms.

⚠ ENG 301: Writing for the Professions (L) or ENG 302: Business Writing (L) OR
COM 230: Small Group Communication (SB)

If we used only capital OR, this would meaning they could take **any** two of the three courses when this requirement is listed in two terms:

⚠ ENG 301: Writing for the Professions (L) OR
ENG 302: Business Writing (L) OR
COM 230: Small Group Communication (SB)

Creating a Multiple Course Requirement with a Range of Hours

TERM TWO: 16-30 CREDIT HOURS				
ACC 231: Uses of Accounting Information I	3	☐		Grade of C
Complete 1 course from: ECN 211: Macroeconomic Principles (SB) ECN 212: Microeconomic Principles (SB)	3	☐		Grade of C
MAT 211: Mathematics for Business Analysis OR MAT 271: Calculus with Analytic Geometry II (MA)	3-4	☐		Grade of C
ENG 101 or 102: First-Year Composition OR ENG 105: Advanced First-Year Composition OR ENG 107 or 108: English for Foreign Students	3	☐		Grade of C
SOC course (SB)	3	☐		

The next requirement will be created the same way. The only difference is that the credit hours are a range. In a multiple course form, the Units field will populate with whichever course was added to the form last. In this case, MAT 271, which is 4 units, was added last. However, MAT 211 is only 3 units. Therefore, we must update the Units field in the form from 4, to 3-4. NOTE: You must use a dash. "3/4" or "3 to 4" will result in an error.

Then add the Min Grade of "C" and make it critical. Click Submit, and on the curriculum check-sheet we have:

Using a Requirement in Multiple Terms

TERM TWO: 16-30 CREDIT HOURS					
ACC 231: Uses of Accounting Information I	3	☐		Grade of C	
Complete 1 course from: ECN 211: Macroeconomic Principles (SB) ECN 212: Microeconomic Principles (SB)	3	☐		Grade of C	
MAT 211: Mathematics for Business Analysis OR MAT 271: Calculus with Analytic Geometry II (MA)	3-4	☐		Grade of C	
ENG 101 or 102: First-Year Composition OR ENG 105: Advanced First-Year Composition OR ENG 107 or 108: English for Foreign Students	3	☐		Grade of C	
SOC course (SB)	3	☐			

The next requirement is First-Year composition. Remember, this is prepopulated on the major map for everyone and is available under the University Requirements section:

First-Year Composition

X   ENG 101 or ENG 102: First-Year Composition OR   6   C
    ENG 105: Advanced First-Year Composition OR
    ENG 107 or ENG 108: First-Year Composition

Notice that there are 6 credit hours, even though in term 2 it is displaying as 3 credit hours. This is because we have the ability to add a requirement to the curriculum check-sheet one time even though it is used in more than one term on the major map. We create one requirement and give it the total number of credit hours needed for the entire major map.

Another example of this would be the "Elective" category. If a major map has 3 hours of electives in terms 5, 6, 7 and 8, we create elective on the curriculum check-sheet, with 3 hours x 4 terms for a total of 12 credit hours. When you drag the elective into the appropriate terms, you would change the hours on the sequencing side from 12 hours to 3 hours.

Editing Multiple Requirements

You have the ability to easily change the order of courses within a multiple course requirement that you have already created. While in the curriculum check-sheet, click on the multiple course requirement, and then click "Change Order of Requirements."

X Civilization

X   SPA 471: Civilization of the Spanish Southwest ((L or HU) & C) OR
    SPA 472: Spanish Requirement Options   X G) OR
    SPA 473: Spanish C

        Add Req   Edit   A Check
                              X Delete

X Major Electives   Change Order of Requirements

X   POR 101: Elementar
    SPA 4** Elective OR
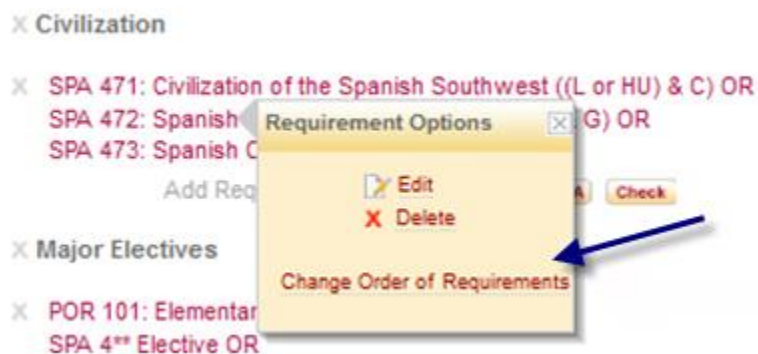
Then you can drag and drop the courses, as needed, to adjust the order of the multiple course requirement.

Building a Subject-Specific General Studies Requirement

The last course in term two is an SOC course (SB). What this means is that a student should take a Social-Behavioral Science (SB) course that also has the SOC subject. To add this requirement, click on course as you did before. Now in the drop-down, choose General Study to generate the general studies form.

In the first drop-down, choose Social-Behavioral Sciences (SB). Then click on the Add required subject link to add SOC (Sociology). Due to the fact that we are not pulling in a specific course from the course catalog here, the Units field needs to be populated manually. In this case, 3 credit hours are entered into that box. You can see in the preview that we have the intended requirement built.

That takes care of creating the courses for term two. Building new requirements does not mean that your major map is automatically updated. After building the entire major map's course requirements, your next step would be to add the new requirements to the appropriate terms. This is also referred to as sequencing, and this step is necessary in order for the content to display in Degree Search. (<u>Return to the table of contents</u>)

SEQUENCING REQUIREMENTS

At the bottom of the curriculum check-sheet, you will see the button titled "Continue To Sequencing".

Continue To Sequencing

Once this is clicked, you will see two columns. The left column represents the curriculum check-sheet (your previous screen). The right column represents Term 1-8 (or terms 1A – 10B for online major maps), which will be used to display the major map in Degree Search. Right now, it's empty since we have just started to create the major map.

Notice right above Term 1, the Total Hours field displays with a count of 0. As courses are moved in the terms, this acts as a current count of all credit hours. This is an easy way to ensure you have reached 120 hours which is a requirement for graduation with a baccalaureate degree. There you can also find a box to keep track of upper-division hours, and this helps to ensure that your major map meets the graduation requirement of a minimum of 45 credit hours in upper-division courses.

Total Hours 0	Upper Division Hours 0			Copy term notes: +

University Requirements

First-Year Composition

    ⊘ ENG 101 or ENG 102: First-Year Composition OR
ENG 105: Advanced First-Year Composition OR
ENG 107 or ENG 108: First-Year Composition 6 Hr(s) /Grd: C

First-Year Seminar

    ⊘ ASU 101: The ASU Experience 1 Hr(s) /Grd:

Literacy and Critical Inquiry (L) (Three lower division hours AND three upper division hours.)

Mathematical Studies (MA and CS) (Six semester hours combined. Three in each core area.)

Humanities, Arts and Design (HU) and Social-Behavioral Sciences (SB) (12 semester hours combined. Six hours (HU) AND six hours (SB).)

Humanities, Arts and Design (HU) and Social-Behavioral Sciences (SB) (15 semester hours combined. Minimum six hours in each core area.)

Humanities, Arts and Design (HU) or Social-Behavioral Sciences (SB) (three upper division hours.)

Natural Sciences (SG and SQ) (Eight semester hours combined, at least four in SQ.)

Cultural Diversity in the U.S. (C) (Three semester hours.)

Global Awareness (G) (Three semester hours.)

Historical Awareness (H) (Three semester hours.)

Major Requirements

    ⊘ ◆ ACC 231: Uses of Accounting Information I 3 Hr(s) /Grd: C

    ⊘ ◆ ECN 211: Macroeconomic Principles (SB) OR
ECN 212: Microeconomic Principles (SB) 3 Hr(s) /Grd: C

    ⊘ ◆ MAT 211: Mathematics for Business Analysis OR
MAT 271: Calculus with Analytic Geometry II (MA) 3-4 Hr(s) /Grd: C

    ⊘ SOC course (SB) 3 Hr(s)

Electives

Term 1	Term Count: 0 - 0	Total Credits: 0	Notes
			Add Summer
Term 2	Term Count: 0 - 0	Total Credits: 0	Notes
			Add Summer
Term 3	Term Count: 0 - 0	Total Credits: 0	Notes
			Add Summer
Term 4	Term Count: 0 - 0	Total Credits: 0	Notes
			Add Summer
Term 5	Term Count: 0 - 0	Total Credits: 0	Notes
			Add Summer
Term 6	Term Count: 0 - 0	Total Credits: 0	Notes
			Add Summer

Now I simply need to click on a requirement and hold down the mouse button to drag it to the appropriate term(s). After I have dragged my Term 2 requirements over, here is how it will display:

Term 2   Term Count: 17 - 32   Total Credits: 16 - 17   Notes

Add Summer

- ACC 231: Uses of Accounting Information I   3 Hr(s) /Grd: C
- ECN 211: Macroeconomic Principles (SB) OR ECN 212: Microeconomic Principles (SB)   3 Hr(s) /Grd: C
- MAT 211: Mathematics for Business Analysis OR MAT 271: Calculus with Analytic Geometry II (MA)   3-4 Hr(s) /Grd: C
- ENG 101 or ENG 102: First-Year Composition OR ENG 105: Advanced First-Year Composition OR ENG 107 or ENG 108: First-Year Composition   6 Hr(s) /Grd: C
- SOC course (SB)   3 Hr(s)
- Complete ENG 101 OR ENG 105 OR ENG 107 course(s).
- Minimum 2.00 GPA ASU Cumulative.

Please note that when I dragged over First-Year Composition, it carried over the total credit hours with it, or six hours. We need to update the credit hours to reflect the appropriate number of credit hours that are supposed to be in that term. In this case, we will change it from six hours to three hours.

Term 2   Term Count: 17 - 32   Total Credits: 16 - 17   Notes

Add Summer

- ACC 231: Uses of Accounting Information I   3 Hr(s) /Grd: C
- ECN 211: Macroeconomic Principles (SB) OR ECN 212: Microeconomic Principles (SB)   3 Hr(s) /Grd: C
- MAT 211: Mathematics for Business Analysis OR MAT 271: Calculus with Analytic Geometry II (MA)   3-4 Hr(s) /Grd: C
- ENG 101 or ENG 102: First-Year Composition OR ENG 105: Advanced First-Year Composition OR ENG 107 or ENG 108: First-Year Composition   3 Hr(s) /Grd: C
- SOC course (SB)   3 Hr(s)
- Complete ENG 101 OR ENG 105 OR ENG 107 course(s).
- Minimum 2.00 GPA ASU Cumulative.

Now our Term 2 example is complete.

(Return to the table of contents)

GPA REQUIREMENTS

With the old major map PDFs, GPA requirements were typed in the notes field. For example:

• Minimum 3.00 ASU cumulative GPA

Because this is actually a requirement, and not just a note, we are going to add to the check-sheet, like a course requirement. Under the appropriate category, click the GPA button.

The image at the bottom of the page shows the types of GPA requirements you can create. If a major requires a specific GPA, you can add that. The type "Critical tracking requirements" is selected from the drop-down when it is required that a student maintain a certain GPA in courses marked as critical. The course requirement option allows you to create a GPA requirement for specific courses or subject areas. For example:

• Minimum 3.0 cumulative GPA recommended in ARA, ARE, ARS, ART courses

We will use the ASU cumulative GPA as an example.

From the Min GPA drop-down, choose 3.00:

Add GPA Requirement

to Major Requirements

Type: ASU cumulative ▼

Min GPA: 3.00 ▼

Critical: ☐   Necessary: ☐

Notes:

Preview:

Minimum 3.00 GPA ASU Cumulative.

Submit

The form also allows you to mark GPA requirements as critical or necessary if appropriate.

Now that the GPA requirement is added to the curriculum check-sheet, you can drag and drop this requirement into the appropriate term(s) while in the sequencing view.

Term 2   Term Count: 17 - 32   Total Credits: 16 - 17   Notes

x ◆ ACC 231: Uses of Accounting Information I   3 Hr(s) /Grd: C
x ◆ ECN 211: Macroeconomic Principles (SB) OR
ECN 212: Microeconomic Principles (SB)   3 Hr(s) /Grd: C
x ◆ MAT 211: Mathematics for Business Analysis OR
MAT 271: Calculus with Analytic Geometry II (MA)   3-4 Hr(s) /Grd: C
x ENG 101 or ENG 102: First-Year Composition OR
ENG 105: Advanced First-Year Composition OR
ENG 107 or ENG 108: First-Year Composition   3 Hr(s) /Grd: C
x SOC course (SB)   3 Hr(s)
x Minimum 3.00 GPA ASU Cumulative.

32

MILESTONES

The old PDF system for major maps allowed for milestones to be written into the notes section. We can now add these as requirements, similar to the way in which we add courses and GPA requirements.

Here is an example of three milestones in the Art (Drawing), BFA program:

To create a milestone, click on the Milestone button under the appropriate category:

The form works very similar to the categories form. You can select one from the drop-down, create a new milestone or edit an existing milestone. You can also make a milestone critical or necessary. In the above example, we have two critical milestones and one noncritical milestone.

In this example, we select "Completion of successful portfolio review" and mark it critical. Then we click the Submit button.

After choosing the most appropriate milestone from the drop-down menu, we have created the three milestones above. Notice that the very first one now says, "Milestone: Submit your portfolio," but the original text said, "Submit portfolio by March 1. (See http://art.asu.edu/undergraduate/admission_ud.html)."

Instead of creating such a specific milestone, we can create the milestone for the general requirement, which is submitting a portfolio, and then add the date and link in the notes section of that term when we are in the sequencing view.

Here I have dragged the Milestones to the term; next I will add a note to the term.

Please review your milestones carefully, and make sure that milestones are placed in the appropriate term as milestones are enforced at the end of a term, not at the beginning. Also, please ensure that milestones should not actually be GPA or course completion checks instead.
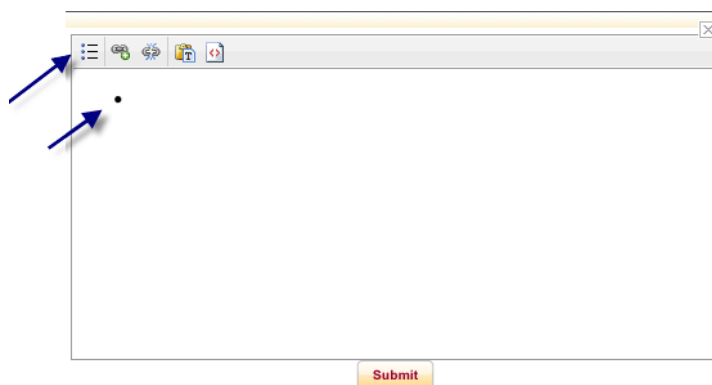
(Return to the table of contents)

TERM NOTES

Each term has a notes icon. These notes will display in the notes column of the term, similar to the way the old major maps used to look. Click on the icon to open up the form where you will enter the notes. Click on the bulleted icon at the top left to create the first bullet in the text field:

There are also other features available in the notes section. Please see screen shot below:

Add any notes that are relevant to this term. In our case, we want to say that the portfolio is due March 1st and that more information is available at the website provided. Type in the text, create the hyperlink and then hit Submit. Now everything that belongs in term 2 is present:

Please review your term notes before submitting. Make sure that any notes in the terms are clear and should not actually be a requirement, a milestone, a completion check or a GPA check. Notes cannot be checked or enforced, while courses, milestones and GPA checks can be enforced with the eAdvisor Tracking Tool.

Once all major requirements are added and sequenced to their terms, add any additional notes. Check that there are no validation errors for missing General Studies, missing critical or necessary courses or credit hour counts. If the major map is valid, you can submit it to the next review stage. The department level will submit to the college level for review, and the college level will submit their approved review to the Office of the University Provost.

(Return to the table of contents)

ORDERING REQUIREMENTS WITHIN TERMS

The order of the requirements within the term is very important. The Office of the University Provost would like the requirements to be listed in the following order:

    i. First, critical or necessary courses are listed in alphanumeric order.

    ii. Next, specific course requirements are listed in order from most specific to least specific:

        a) specific course requirements

        b) General Studies requirements

        c) university electives

    iii. Finally, noncourse requirements (GPA checks, completion checks, milestones, etc.) come after course requirements. Please list these in alphanumeric order with critical or necessary requirements listed first.

GENERAL STUDIES REQUIREMENT EXAMPLES

Social/Behavioral Science (SB) with Awareness Area (G)	3

What this requirement means literally is:

Social- Behavioral Sciences (SB) AND Global Awareness

To add that, click Course button under the Humanities, Arts and Design (HU) and Social-Behavioral Sciences (SB) category:

Mathematical Studies (MA and CS) (Six semester hours combined. Three in each core area.)

Add Requirement `Course` `Milestone` `GPA` `Check`

Humanities, Arts and Design (HU) and Social-Behavioral Sciences (SB) (12 semester hours combined. Six hours (HU) AND six hours (SB).)

Add Requirement `Course` `Milestone` `GPA` `Check`

Humanities, Arts and Design (HU) or Social-Behavioral Sciences (SB) (three upper division hours.)

Add Requirement `Course` `Milestone` `GPA` `Check`

From the Requirement Type drop-down, choose the single course form.

Add Course Requirement

to Humanities, Arts and Design (HU) and Social-Behavioral Sciences (SB) (12 semester hours combined. Six hours (HU) AND six hours (SB).)

Requirement Type: Single Course ▼

Course: [   ] [   ] Course Catalog Course not yet approved?
Course Title:

Add hidden courses
Units: [   ] Min Grade: [▼] Critical: ☐ Necessary: ☐
Notes: [   ]

Preview:

Submit

Then for Requirement Type, choose General Study.

Choose SB in the first drop-down and G in the second drop-down.

Add Course Requirement

to Humanities, Arts and Design (HU) and Social-Behavioral Sciences (SB) (12 semester hours combined. Six hours (HU) AND six hours (SB).)

Requirement Type: [General Study ▼]

[Social-Behavioral Sciences (SB) ▼]
[Global Awareness ▼]

Level: [--Please Select ▼]

Add recommended course

Add required subject

Add hidden courses

Units: [3]   Min Grade: [▼]   Critical: ☐   Necessary: ☐

Notes: [   ]

Preview:

Social-Behavioral Sciences (SB) AND Global Awareness (G)   3 Credits

[Submit]

Add the credit hours (3) in the Units field.

There is no minimum grade and this requirement is not critical, so I am done with the form. Click Submit to add this to the check-sheet. This is how the requirement will appear in the check-sheet:

Humanities, Arts and Design (HU) and Social-Behavioral Sciences (SB) (12 semester hours combined. Six hours (HU) AND six hours (SB).)

X ▲ ⊘ Social-Behavioral Sciences (SB) AND Global Awareness (G)   3
          Add Requirement [Course] [Milestone] [GPA] [Check]

The next example is with Natural Sciences.

Natural Science General (SG) or Quantitative (SQ)	4

Natural Science General (SG) or Quantitative (SQ) is equal to Natural Science - General (SG) OR Natural Science - Quantitative (SQ). This will be created under the Natural Sciences category by using a multiple course form, with course 1 and course 2 using the general study options.

Natural Sciences (SG and SQ) (Eight semester hours combined, at least four in SQ.)

Add Requirement Course Milestone GPA Check

Cultural Diversity in the U.S. (C) (Three semester hours.)

Add Requirement Course Milestone GPA Check

Global Awareness (G) (Three semester hours.)

Add Requirement Course Milestone GPA Check

Click Course, choose Multiple Course, choose General Study and then choose Natural Science – General (SG) in the first drop-down.

Add Course Requirement

to Natural Sciences (SG and SQ) (Eight semester hours combined, at least four in SQ.)

Requirement Type: Multiple Course

Course 1

Requirement Type: General Study

Cultural Diversity in the U.S. (C)
Computer/Statistics/Quantitative Applications (CS)
Global Awareness (G)
Historical Awareness (H)
Humanities, Arts and Design (HU)
Literacy and Critical Inquiry (L)
Mathematics (MA)
Social-Behavioral Sciences (SB)
Natural Science - General (SG)
Natural Science - Quantitative (SQ)

Then click the OR icon to create the second course, which will be another general study.

Choose Natural Science – Quantitative (SQ) in the first drop-down. Then enter 4 in the Units field, because the requirement is 4 credit hours.

Click Submit, and you have now added both general studies requirements properly to their appropriate categories:

Humanities, Arts and Design (HU) and Social-Behavioral Sciences (SB) (12 semester hours combined. Six hours (HU) AND six hours (SB).)

X ▲ ⊘ Social-Behavioral Sciences (SB) AND Global Awareness (G)   3
      Add Requirement Course Milestone GPA Check

Natural Sciences (SG and SQ) (Eight semester hours combined, at least four in SQ.)

X ▲ ⊘ Natural Science - General (SG) OR   4
    Natural Science - Quantitative (SQ)
      Add Requirement Course Milestone GPA Check

The next general studies example was very common in the old major map format:

Upper division Humanities/Fine Arts (HU) or Social/Behavioral Science (SB)	3	☒

This requirement reads like it is upper-division HU or SB (any level). To add this requirement, again we are going to use the multiple course form, but we will clarify to the student that they are to take Upper-Division HU or Upper-Division SB.

Under the SB and HU category, within University Requirements, click on the button to add a course requirement and choose multiple course. Then for course 1, choose general study. Add the HU requirement to the first drop-down, and add a "level" to the general study. For this requirement we will select Upper Division.

Click the OR icon and add the second general study, SB. Be sure to choose Upper Division as the level for SB. Do not forget to add the Units (3), and then hit Submit:

Humanities, Arts and Design (HU) or Social-Behavioral Sciences (SB) (three upper division hours.)

X ▲ ⊘ Upper Division Humanities, Arts and Design (HU) OR   3
          Upper Division Social-Behavioral Sciences (SB)
                    Add Requirement [Course] [Milestone] [GPA] [Check]

Please ensure that the appropriate amount of General Studies is present on the major map. Do not overload on General Studies because the eAdvisor Tracking Tool cannot check for more than the required number of hours.
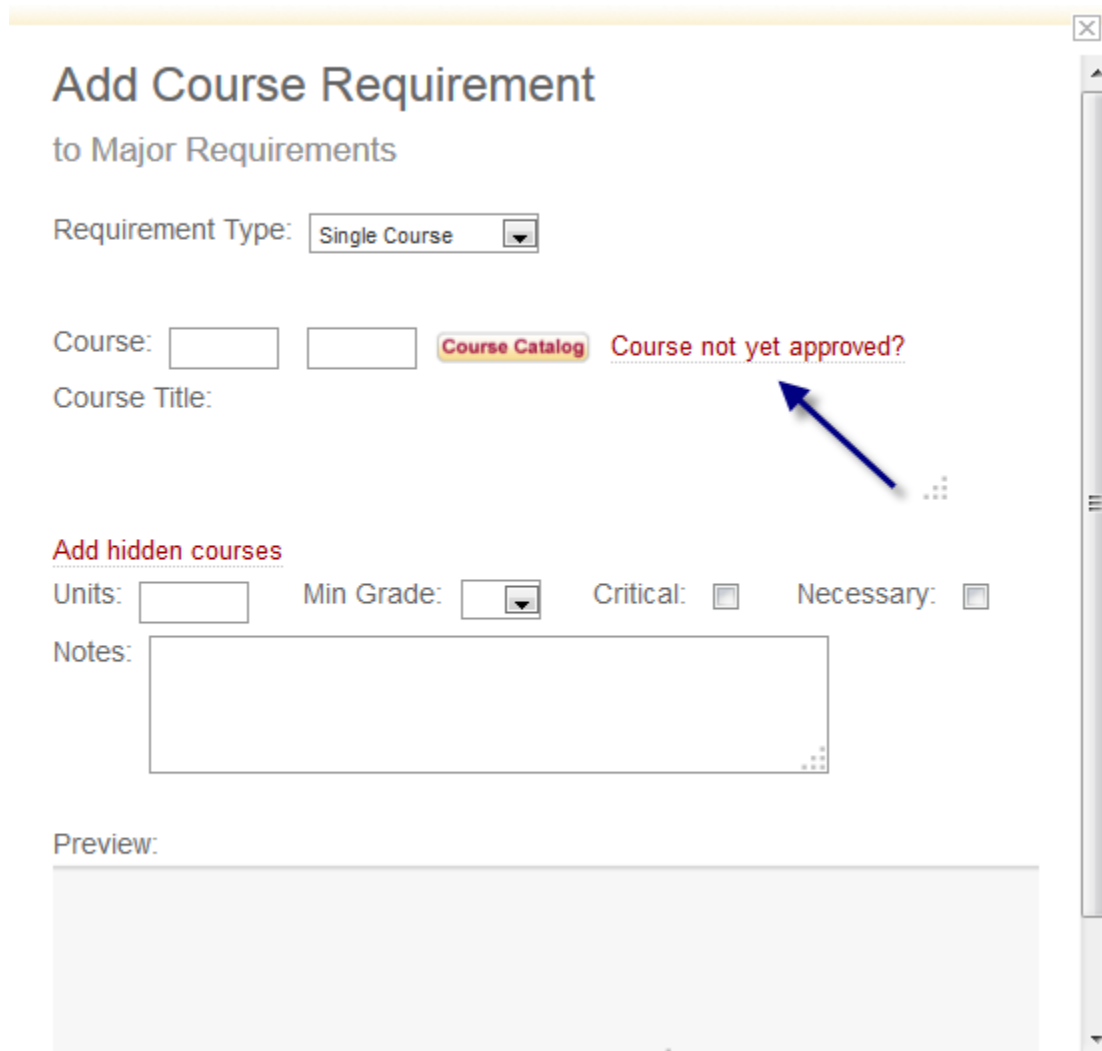
- 6 hours of Literacy and Critical Inquiry (L) with at least 3 hours upper division
- 6 hours of Mathematical Studies (3 hours of Mathematics (MA) & 3 hours of Computer/Statistics/Quantitative (CS))
- 6 hours of Humanities, Arts and Design (HU) (lower or upper division)
- 6 hours of Social-Behavioral Sciences (SB) (lower or upper division)
- 3 hours of Humanities, Arts and Design (HU) or Social-Behavioral Sciences (SB) (upper division)
- 8 hours of Natural Sciences (Quantitative (SQ) and General (SG)) with at least 4 hours of SQ
- 3 hours of Cultural Diversity in the United States (C)
- 3 hours of Global Awareness (G)
- 3 hours of Historical Awareness (H)

(Return to the table of contents)

COURSES NOT YET APPROVED (AKA FLAGGED COURSES)

You may want to build a course on your major map that is currently in Curriculum ChangeMaker but hasn't been approved yet. With these courses, if you try to enter the subject and number in the single course form fields, the course will come up as "Course not found." This is because it is not yet present in the PeopleSoft course catalog. It is still possible to add it, though. Here's how:

Click on the Course button under the appropriate category.
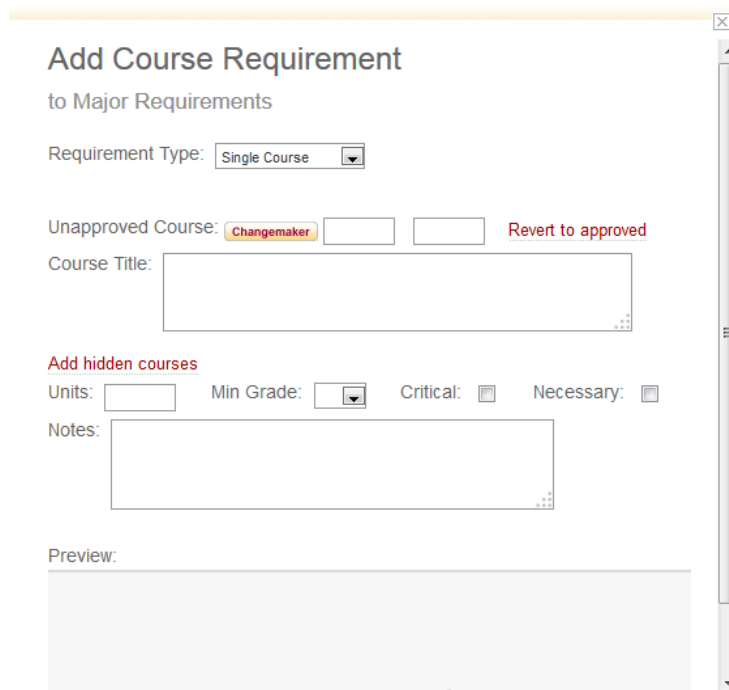
Click on the link titled "Course not yet approved?" and this will update the form. It will now allow you to add a course that is not yet approved.

Here is what you will see:
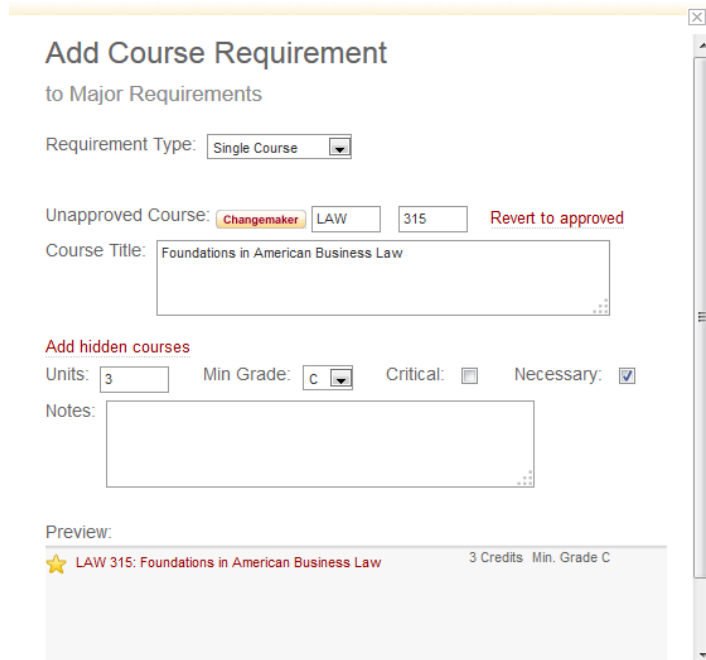
The Changemaker button links you to Curriculum ChangeMaker. Here you can ensure that the course is already in the process of being approved. The text field boxes to the right of the Changemaker icon is where you input the course's subject and number. In the box labeled "Course Title," please type the title of the class. Then add the Units and Min Grade. Also, if the course will be necessary or critical, please check the applicable box. The example below is for LAW 315 Foundations in American Business Law with a Min Grade of "C." This course is a necessary requirement and is 3 credit hours:

Once the submit button is clicked, this course will appear on the curriculum check-sheet like any other requirement. The only difference is a red flag will appear next to the requirement.

The flag will alert the provost office review staff during their review to check and see if the course has been approved yet. If a course has been approved, the Office of the University Provost will rebuild the course as a regular course requirement. Here is how to rebuild a course that has recently been approved:

1. First click on the course on the curriculum check-sheet and click "Edit".

2. Click on the link that says, "Revert to approved."

3. A pop-up with a blank course form will appear. Fill this out with the course subject and number, minimum grade and mark the course critical or necessary if appropriate. Then hit submit.

If the course has not yet been approved, the Office of the University Provost will send the major map back to the college and will ask which course should be used in its place. Major maps **cannot** be sent to DARS or posted on Degree Search until flagged courses have reached the University Review level in Curriculum ChangeMaker.

([Return to the table of contents](#))

ELECTIVES

There are quite a few ways to use the Elective course form. Highlighted below are a few common uses of Electives:

TERM EIGHT: 106-120 CREDIT HOURS					
CRJ 400 level Elective	3	☒		Grade of C	
CRJ 400 level Elective	3	☒		Grade of C	
Upper Division Elective	3	☒			
CRJ 485: Student Assessment	0	☐			
Elective Course	3	☐			

This is taken from Term 8 of the Criminal Justice & Criminology, BS degree.

The simplest type of elective to add is a general elective such as "Elective" or "Upper Division Elective." If necessary, create a category under the Electives section. Then click the Course icon and choose Elective from the drop-down:

To create an elective or an upper-division elective, click on the University Elective radio button.

The only difference between an elective and an upper-division elective is also choosing Upper Division from the drop-down level menu. Next add in the credit hours and click Submit.

To create an elective such as CRJ 400-level elective, we will use the same elective form. Choose the Subject Elective radio button. Add the subject to the subject field and choose the appropriate level indicated on the major map. 400 level is equivalent to 4** level.

TERM EIGHT: 106-120 CREDIT HOURS				
CRJ 400 level Elective	3	☒		Grade of C
CRJ 400 level Elective	3	☒		Grade of C
Upper Division Elective	3	☒		
CRJ 485: Student Assessment	0	☐		
Elective Course	3	☐		

Because the same requirement is present twice, add the credit hours together, 3 + 3 = 6. Once this requirement is dragged over to sequencing, we can split the credit hours per requirement. Add in the Min Grade of "C," and the form is complete.

Click Submit, and the requirement is now in the check-sheet as follows:

There are some electives that are only supposed to be fulfilled from a certain list of courses that the college provides to the student. These course options should be listed on the student's major map, so they can easily see what they need to take, without having to make an advising appointment. However, in some cases, the list is just far too long to accomplish that, such as CLAS' Science and Society Elective. The list is available online, though, so we can add that URL to the term notes section of the major map.

To create the CLAS Science and Society requirement, you will use the Elective form. Instead of choosing the University or Subject radio buttons, you will click the Course Elective radio button. Then you will open the drop-down menu entitled Courses, and you will choose CLAS Science and Society Elective from the drop-down.

Add Course Requirement
to Electives

Requirement Type: `Elective`

○ University Elective ○ Subject Elective ● Course Elective

Courses: ☐

Link to tra|
Level: --P|

| Academic Success Class |
| Advanced Skills Course |
| Business Elective |
| **CLAS Science and Society Elective** |
| Concentration Course |
| Design Elective |
| First-Year Seminar |
| General Education Elective |
| International Business Elective |
| Minor Course |
| Related Area Course |
| Second Language |
| Technical Elective |
| Track Focus Area Course |
| Track Focus Elective Course |
| Free text |

Add recom|
Add hidden|

Units: ☐   Critical: ☐   Necessary: ☐

Notes:

Preview:
Elective

In the drop-down there is a list of course categories you may want to use on your major map. An example is the option of selecting "Minor Course". This obviously can be just about any course. It is a choice students should work out with their advisor based on the minor they are pursuing.

To finish creating this requirement, choose the course from the list you need, add the Units, Grade and make it critical or necessary if applicable. Click Submit and you will see our CLAS Science and Society Elective:

X ▲ CLAS Science and Society Elective   3
    Add Requirement [Course] [Milestone] [GPA] [Check]

This is also the tool we use for those degrees that have tracks or groups of courses. An example of this would be a list of courses that fulfill a "Technical Elective." For more information about Tracks and Groups, please see .

SECOND LANGUAGE REQUIREMENTS

Second language requirements are very similar across the various colleges that require it, usually with the same options accepted to fulfill the requirement. The requirement often looked like this on the old major maps:

Second language	4

To create a second language requirement, click on the Course button under the appropriate category, and choose Second Language in the drop-down to display the form below.

At this point, we look to the bottom notes area of the major map PDF or the DARS report to see which of these options the college will accept to fulfill their second language requirement. In many cases, it is actually all of the options. So, check the boxes next to what is accepted, fill in the total hours (usually its 4 semesters at 4 or 5 credit hours each semester, so 16 or 20 total hours). Usually a minimum grade of "C" is required. Add that if it is applicable.

Add Course Requirement
to Major Courses

Requirement Type: [Second Language ▾]

☐ Language and Cultures

Language Requirements satisfied through one of the following: (Choose some or all of the following using the radiobuttons.)

☐ Completion of secondary education at a school in which the language of instruction is not English

☐ Completion of a language course at the intermediate level (202 or equivalent), including American Sign Language IV

☐ Completion of upper division course(s) taught in a foreign language, taken in the United States or the relevant country

☐ Completion of six semester hours of upper-division courses that have a Global Awareness (G) or Cultural Diversity (C) designation, in addition to the courses used to meet the University General Studies requirements or four (4) sequential semesters of one foreign language or two (2) semesters of a current computer language. Adjustment to upper division hours is required if lower division courses are used

☐ Completion of two sequential semesters of coursework in a current computer language

Free input text: [   ]

Level: [--Please Select ▾]

Units: [   ]   Min Grade: [▾]   Critical: ☐   Necessary: ☐

Notes: [   ]

☑ Completion of two sequential semesters of coursework in a current computer language

Free input text:

Level: --Please Select--

Units: 16   Min Grade: C   Critical: ☐   Necessary: ☐

Notes:

Preview:

Second Language: Requirement satisfied through the following:
* Completion of secondary education at a school in which the language of instruction is not English;
* Completion of a language course at the intermediate level (202 or equivalent), including American Sign Language IV;

16 Credits Min. Grade C

Submit

After you click Submit, you will see the Second Language requirement in your check sheet:

X ⚠ Second Language: Requirement satisfied through the following: 16   C
    * Completion of secondary education at a school in which the language of instruction is not English;
    * Completion of a language course at the intermediate level (202 or equivalent), including American Sign Language IV;
    * Completion of two sequential semesters of coursework in a current computer language.
          Add Requirement Course   Milestone   GPA   Check
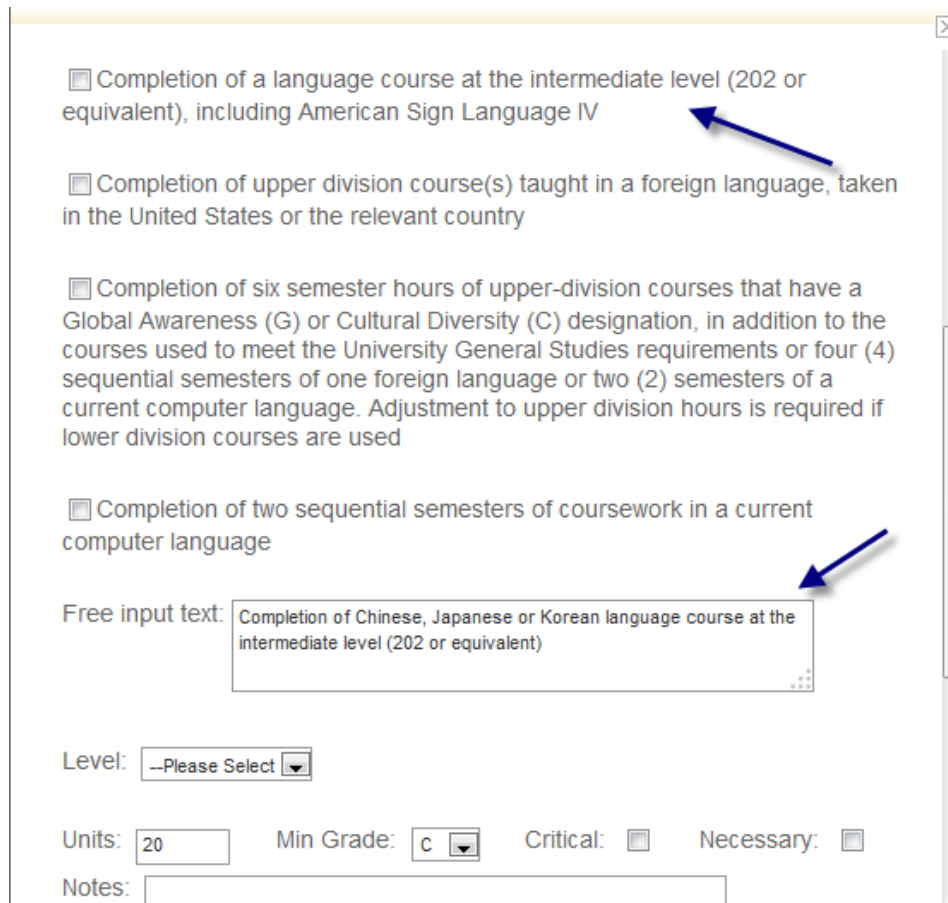
There is also room to adjust this requirement, using the free input text field if the requirement calls for it. For example, the East Asia Studies (East Asia) program requires a specific language to be taken to fulfill the requirement:

| Second Language (must be Chinese, Japanese or Korean) | 5 |

In this case, open the Second Language form, copy the text from the first check box (Completion of a language course at the intermediate level (202 or equivalent), including American Sign Language IV) and paste it in the free input text field. Then edit this field to reflect the specified languages:

Click Submit and you will have the requirement displaying correctly:

[Return to the table of contents]

TRACKS and GROUPS

There are many degrees that use this feature. If you have a list of courses displaying at the end of your major map, you will use this feature. An example is Design Studies, BA:

Design History	General Design	Communication for Design
ALA 100 Introduction to Environmental Design	ALA 102 Architecture, Landscape Architecture and Society	COM 100 Introduction to Human Communication
DSC 101 Design Awareness	ALA/DSC 236 or INT 121 Introduction to Computer Modeling	COM 225 Public Speaking
GRA 111 Graphic Design History I	APH 294 Culture of Place	COM 230 Small Group Communication
GRA 112 Graphic Design History II	GRA 225 Communication/Interaction Design Theory	COM 250 Introduction to Organization Communication
INT 111 Interior Design Issues and Theories	IND 242 Materials and Design	COM 259 Communication in Business/Professions
	IND 243 Design for Ecology and Social Equity	COM 110 Interpersonal Communication
	INT 123 Introduction to Computer-aided Design	
	INT 131 Design and Human Behavior	
	PUP 190 Sustainable Cities	
	PUP 200 The Planned Environment	
	GRA 101 Designing Life	

It is a three-step process to create these lists:

1. Add each class from the list to the Track or Group form.

2. Use the elective form to create the requirement that will display in the terms.

3. (Optional) If there are notes regarding the track, these notes must be added from the Settings area. The above example had the following note: "Students must select one course from each of the following three categories."

To create the Track or Group at the bottom of the major map, select Course under your category and choose from the drop-down "Track/Group." Then you will enter the title of your list, and add each course just as you would on the multiple course form:

After all of the courses in the list are added, click Submit. You will see your track under the Electives section but above the legend on the major map:

The icon in the top right corner of the track or group (see blue arrow above) is where you can edit or delete the track. The + icon next to the paper and pencil icon will give you the ability to copy a track from this major map to another major map. Please check tracks for correct order. If the courses are not listed in alphanumeric order, please re-order them.

Step two is to create the course title that will display in the terms. In this case, there are five courses in the sophomore list to take, and the students do not have to take them in a specific order. As a result, we can be generic with the title so that it makes sense to the student.

So in this example:

Design History	General Design	Communication for Design
ALA 100 Introduction to Environmental Design	ALA 102 Architecture, Landscape Architecture and Society	COM 100 Introduction to Human Communication
DSC 101 Design Awareness	ALA/DSC 236 or INT 121 Introduction to Computer Modeling	COM 225 Public Speaking
GRA 111 Graphic Design History I	APH 294 Culture of Place	COM 230 Small Group Communication
GRA 112 Graphic Design History II	GRA 225 Communication/Interaction Design Theory	COM 250 Introduction to Organization Communication
INT 111 Interior Design Issues and Theories	IND 242 Materials and Design	COM 259 Communication in Business/Professions
	IND 243 Design for Ecology and Social Equity	COM 110 Interpersonal Communication
	INT 123 Introduction to Computer-aided Design	
	INT 131 Design and Human Behavior	
	PUP 190 Sustainable Cities	
	PUP 200 The Planned Environment	
	GRA 101 Designing Life	

In the major map it's titled "Sophomore Design History", and this requirement is in three terms, for a total of nine hours.

To add this, click Course under the appropriate category and choose the Elective form. Once you are in the Elective form, select the Course Elective radio button, and open the Courses drop-down menu. Choose Free text.

Once you choose this, a field box will populate into the form where you can add your course title. This requirement will be used within the terms on the sequencing page. Enter "Sophomore Design History", add Units: 9 (total credit hours), Min Grade and critical or necessary, if applicable. Click Submit, and the requirement will display under the appropriate category.

X ▲ ⊘ Sophomore Design History   9   C
        Add Requirement Course   Milestone   GPA   Check

(Return to the table of contents)

COMPLETION CHECK REQUIREMENTS

Completion check requirements are generally used to make sure students are completing courses at certain points in the major map. For example, in Terms 2 and 3, the university has two completion check requirements: first-year composition and mathematics (MA). You have the ability to add other checks for courses and to indicate whether they are critical or necessary.

Click on the "Check" button:

This form is similar to the GPA requirement form. You can choose one of the drop-down options (first year-composition, mathematics or general studies) or you can choose course requirement. If you select course requirement, that will create the "Course" field.

Here you can enter one or more courses. You can even just enter a specific subject if that is what you require. In this example I am building a necessary check for ENG 301. The preview below shows how it will display on the major map:

Please ensure that completion checks make sense:

- Is it redundant? (If a course is already critical or necessary in a previous term, a completion check is unnecessary.)
- Is it in the correct term?
- Does it contain courses from previous terms?
- Is it built correctly? (check *ANDs*, *ORs* and *ors*)

CHECKING ENROLLMENT REQUIREMENTS

When you add a requirement that has enrollment requirements, hit refresh, and then you will see an icon with the letter "P" to the right of the requirement:

Please make sure that the enrollment requirements are met on your major map. You can either hover over the icon or click on it, and BAMM will check the enrollment requirements for the upcoming fall term. For example, if you are working on a major map for 2016-2017, the enrollment requirements pulled in will align with what is present in the catalog effective Fall 2016. Click on the icon to show the enrollment requirement details:

This "P" will display if the course has one or more of the following:
- a prerequisite (Coded as PRE 1) (a course that needs to be taken in a previous term)
- a corequisite (Coded as CO 1) (a course that needs to be taken in the same term)
- a pre/corequisite (Also coded as CO 1) (a course that needs to be taken either in a previous term or in the same term)
- an antirequisite (Coded as PRE 0) (a course that cannot be taken if you already have credit in an equivalent course or a course for which it is crosslisted or combined)

UTO recently also added the prerequisite icon ( ) for courses that have one or more of the following requirements:
- a program requirement (e.g. Construction Management BS or Construction Engineering BSE major)
- a GPA requirement (e.g. COM 263 requires the following pre-requisite: Minimum 2.25 GPA)
- a standing requirement (e.g. Junior Standing (minimum 56 hours))

You will have to read the enrollment requirement text (see highlighting above) as the coding for these types of enrollment requirements do not display within BAMM.

For courses that require a minimum GPA, it is recommended that a note is added to a previous term to alert students to this enrollment requirement.

If a certain standing is required, please ensure that the course is in an appropriate term. For example, if a course requires at least junior standing, the student would need at least 56 hours to register. As a result, this course could not be in term 2 because the student would not have enough earned hours to register.

Check to make sure that all prerequisites are met and make note of any that are not met. Ensure that if the prerequisite is present in an earlier term, it is **not** an optional course in an earlier term but rather a required course.

There are four options when enrollment requirements are not met:
 1. Re-sequence the courses on the major map.

 2. add the missing prerequisite to the major map in an earlier term

 3. remove the course from the major map

 4. modify the prerequisites for the course via a modified course form in Curriculum ChangeMaker
(please see Curriculum Workflow Sequence Calendar for deadlines – September 25 for Fall 2016 effective date)

(Return to the table of contents)

HIDDEN COURSES

Requirements that need to have hidden courses in the DARS graduation audit can be added while creating a course requirement. For example, you have MAT 210 or MAT 270 listed in Term 1. You truly want the student to take MAT 210, but MAT 270 is acceptable to fulfill the requirement too. To add MAT 210 with a hidden course of MAT 270, you first have to add MAT 210 and click on the link "Add hidden courses":

Then you will see additional fields to add your hidden course(s) and their effective date. In this example, I'm going to hide the course MAT 270, with the effective date Fall 2011 until forever:

You can also add a range of hidden courses, and, if you need to, a range that rejects a specific course. Let's pretend they can take any MAT 200-level course to fulfil MAT 210 EXCEPT MAT 270. Here's how that would be created:

Course: MAT   210   Course Catalog Course not yet approved?
Course Title: Brief Calculus (MA)

Allow Hidden Course: MAT   200 - 299   ☒
          Reject: MAT   270 - |
      Effective Date: 20117   99999   - (Ex: 20117)
Add hidden courses
Units: 3   Min Grade: ▾   Critical: ☐   Necessary: ☐
Notes:

Once you submit your course with the hidden course information, you will see an icon with the letter "H" at the end of the requirement.

MAT 210: Brief Calculus (MA)   H

Click on the icon to display the pop-up for more detail.

MAT 210: Brief Calculus (MA)   H   MAT 210:   ☒
Add Requirement Course   Milestone   Allow Course: MAT 200 - 299
                                          Reject Course: MAT 270
                                          (Effective Date: 20117 - 99999)

TRACK CHANGES

You are now able to see how a major map has been adjusted from one catalog year to the next. For example, if a new course is added to a term, a course is moved between terms, or the credit hours are changed, an orange delta will display at the beginning of the requirement. In this example I moved ACC 242 up from term 3 to term 2:

When I click on the delta, I can see the original requirement at the bottom, what the change was, who made the change and when:

65

ADDITIONAL BAMM FEATURES

At the bottom of the major map, there are two additional links. The top link allows you to see the major map's terms side by side with the previous year's major map.

Continue to Curriculum Checksheet

Compare with previous year
Check catalog and prerequisites changes
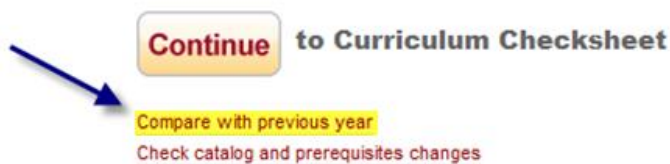
This an example of what the comparison looks like:

2014 - 2015 Comparison for
Accountancy (BS)
W. P. Carey School of Business
BAACCBS

2014 Sequencing view	2015 Sequencing view

Term 1	Term Count: 0 - 16	Total Credits: 16 - 17

⚠️ ❗ CIS 105: Computer Applications and Information Technology (CS)   3 Hr(s) /Grd: C
ACC 101: Accountancy LEAP Program   1 Hr(s)
ENG 101 or ENG 102: First-Year Composition OR
ENG 105: Advanced First-Year Composition OR
ENG 107 or ENG 108: First-Year Composition   3 Hr(s) /Grd: C
⚠️ MAT 210: Brief Calculus (MA)   3-4 Hr(s) /Grd: C 🇭
Historical Awareness (H)   3 Hr(s)
Humanities, Arts and Design (HU)   3 Hr(s)
❗ Minimum 2.00 GPA ASU Cumulative.
 • An SAT, ACT, Accuplacer, or TOEFL score determines placement into first-year composition courses
 • ASU Math Placement Exam score determines placement in Mathematics course
 • ASU 101 or College specific equivalent First Year Seminar required of all freshman students.
 • See academic advisor for appropriate Student Success course requirement if not a first-time freshman.

Term 1	Term Count: 0 - 16	Total Credits: 16

❗ CIS 105: Computer Applications and Information Technology (CS)   3 Hr(s) /Grd: C
ACC 101: Accountancy LEAP Program   1 Hr(s)
ENG 101 or ENG 102: First-Year Composition OR
ENG 105: Advanced First-Year Composition OR
ENG 107 or ENG 108: First-Year Composition   3 Hr(s) /Grd: C
⚠️ MAT 210: Brief Calculus (MA)   3 Hr(s) /Grd: C 🇭
Historical Awareness (H)   3 Hr(s)
Humanities, Arts and Design (HU)   3 Hr(s)
❗ Minimum 2.00 GPA ASU Cumulative.
 • An SAT, ACT, Accuplacer, or TOEFL score determines placement into first-year composition courses
 • ASU Math Placement Exam score determines placement in Mathematics course
 • ASU 101 or College specific equivalent First Year Seminar required of all freshman students. WPC 101 is the W. P. Carey School course that meets this requirement.
 • See academic advisor for appropriate Student Success course requirement if not a first-time freshman.

Term 2	Term Count: 17 - 32	Total Credits: 16 - 17

❗ ACC 232: Financial Accounting I   3 Hr(s) /Grd: C
❗ ECN 211: Macroeconomic Principles (SB) OR
ECN 212: Microeconomic Principles (SB)   3 Hr(s) /Grd: C
❗ MAT 211: Mathematics for Business Analysis   3-4 Hr(s) /Grd: C 🇭
ENG 101 or ENG 102: First-Year Composition OR
ENG 105: Advanced First-Year Composition OR
ENG 107 or ENG 108: First-Year Composition   3 Hr(s) /Grd: C
Natural Science - Quantitative (SQ)   4 Hr(s)
❗ Complete ENG 101 OR ENG 105 OR ENG 107 course(s).
❗ Minimum 2.00 GPA ASU Cumulative.

Term 2	Term Count: 17 - 31	Total Credits: 15

⚠️ ❗ MAT 211: Mathematics for Business Analysis   3 Hr(s) /Grd: C 🇭
⚠️ ECN 211: Macroeconomic Principles (SB) OR
ECN 212: Microeconomic Principles (SB)   3 Hr(s) /Grd: C
ENG 101 or ENG 102: First-Year Composition OR
ENG 105: Advanced First-Year Composition OR
ENG 107 or ENG 108: First-Year Composition   3 Hr(s) /Grd: C
⚠️ Cultural Diversity in the U.S. (C)   3 Hr(s)
⚠️ Humanities, Arts and Design (HU)   3 Hr(s)
❗ Complete ENG 101 OR ENG 105 OR ENG 107 course(s).
❗ Minimum 2.00 GPA ASU Cumulative.

The second link runs a report regarding any courses that have changed titles or General Studies designations. It also lists courses that have had changes with respect to their enrollment requirements.
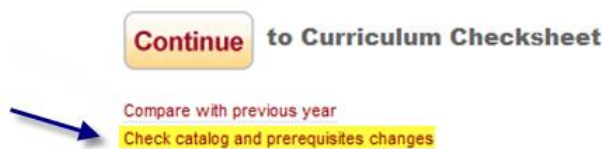
Here is an example of the information provided on the top portion of the report. This allows you to quickly and easily update your major map. In the example below, all you would have to do is rebuild MKT 390 to pull in the new course title.

Courses with changes

Course	Number	Original Title	Original GS	New Title	New GS
MKT	390	Promotion of the Enterprise		Essentials of Marketing	

To rebuild a course, click on the requirement within the curriculum check-sheet, and click edit:
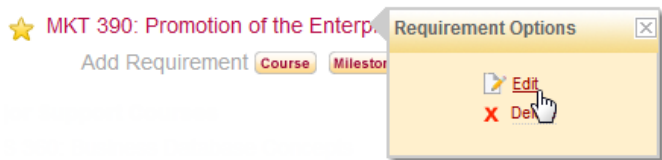
Clear out the information in the highlighted cells below, and re-enter it. Make sure to hit tab so that BAMM will pull the updated information from the PeopleSoft catalog. Then hit submit.

The top portion of the report will also indicate if a course or topic is no longer available in the course catalog.

For example, Art & Television is no longer a topic available under ARS 394. When a topic is no longer available, this may mean that the course has received a permanent number. It is recommended that both PeopleSoft and Curriculum ChangeMaker are consulted in this situation in order to determine the status of the course. In this situation, the course did receive a permanent number (ARS 345).

PHS 402 is also appearing on the report as "Course Not Found." In this situation, it is again important to check in PeopleSoft and Curriculum ChangeMaker. In some situations, the course may have just changed prefixes and/or numbers. In this particular situation, the course had been inactivated by the unit. As a result, this course needs to be removed from the major map.

Courses with changes

Course ▲	Number ⇕	Original Title ⇕	Original GS ⇕	New Title ⇕	New GS ⇕
ARS	394	Art & Television		Topic Not Found*	
PHS	402	Service Learning		Course Not Found †	

* - Omnibus Topic may have received a permanent number
† - Course number/prefix may have changed or may have been deactivated

This report also pulls in information regarding changes to course enrollment requirements:

Prerequisites with changed

Course ▲	Number ⇕	Term(s) ⇕	Original Prerequisites ⇕	New Prerequisites ⇕
CHE	469	Term 8	CHE 469: Credit is allowed for only CEE 469, 569, CHE 469 or 569 PRE 0 of (CEE 469) AND 0 of (CEE 569) AND 0 of (CHE 569)	CHE 469: Prerequisite(s): Chemical Engineering BSE major: CHE 342, or Civil Engineering BSE major: CEE 361, or Materials Science and Engineering BSE major: MSE 330; Credit is allowed for only CEE 469 or CEE 569 or CHE 469 or CHE 569 PRE 1 of (CHE 342) OR PRE 1 of (CEE 361) OR PRE 1 of (MSE 330) AND PRE 0 of (CEE 469) AND 0 of (CEE 569) AND 0 of (CHE 569)

If a course's enrollment requirements have changed, it may no longer have its pre-requisites met on the major map. This report can help bring these potential concerns to light so that units can be proactive in resolving any enrollment requirement issues. It is still suggested that the enrollment requirements for all courses on major maps are reviewed, but this report highlights courses that may require extra attention.

There are four options when enrollment requirements are not met:
1. re-sequence the courses on the major map
2. add the missing prerequisite to the major map in an earlier term
3. remove the course from the major map
4. modify the prerequisites for the course via a modified course form in Curriculum ChangeMaker
(please see Curriculum Workflow Sequence Calendar for deadlines (September 25 for Fall 2016 effective date))
(Return to the table of contents)

Major Maps and eAdvisor Tracking Tool

The way you design your major map and the requirements within it can directly impact the eAdvisor Tracking Tool. Here are some things to keep in mind:

1. The major map represents the ideal path for students to complete the major in eight terms - not the "possible" path for every student. As a result, we have the following recommendations:

   a. **The first term math should be your preferred math**. Do not build in prerequisites. For example, if you want the students to take MAT 170 first, do not also list MAT 117 (one of the prerequisites). Your college or school's DARS encoder can work with you to encode the prerequisites behind the scenes. This will help you see in the eAdvisor Tracking Tool that the student is progressing towards completion of that requirement but has not successfully done so yet.

   b. **Do not follow a noncritical course with a critical completion check.** Completion checks are checked at the end of the term. As a result, this doesn't allow us to determine if the student is enrolled in the right courses at the start of the term, and a student could potentially fall behind two semesters before displaying as "off-track." In the example below, if the student doesn't sign up for ACC 242 or fails it, he or she will not show up as "off-track" until the end of term 4.

2. The way General Studies requirements are designed can have a significant impact on tracking student success. Here are a few things to avoid:
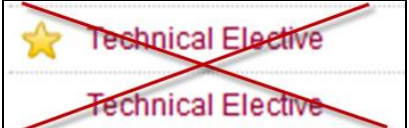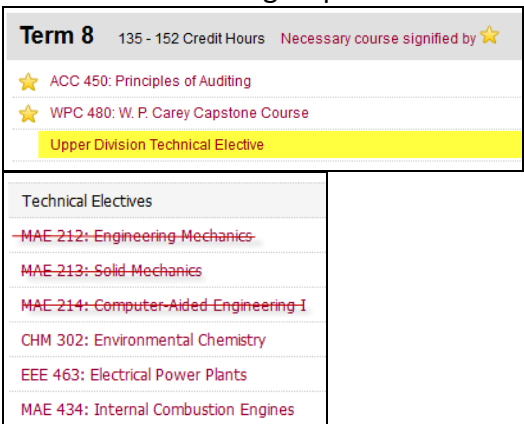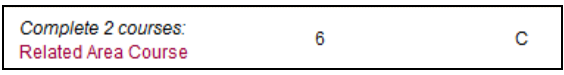
Things to Avoid	Solution	Why?
HU or SB	List one or the other. Make sure your graduation audit and major map match. If course work is predominantly HU, indicate that the student will need a SB and vice versa. Also, please only indicate lower division if in fact a lower-division course is required. If it is either upper division or lower division, leave off "lower division." ~~Humanities, Arts and Design (HU) OR Social-Behavioral Sciences (SB) 3 Hr(s)~~	To help ensure that a student earns enough hours of both designations, especially when this requirement repeats in more than two terms.
Splitting apart UD HU or SB.	Keep UD HU or SB together. Only split them apart if you prefer one to taken in a particular term. Upper Division Humanities, Arts and Design (HU) OR Upper Division Social-Behavioral Sciences (SB) 3 Hr(s)	In Udirect there is a prebuilt UD HU or SB requirement. If they are split, we have to encode a special requirement. Be intentional.
A list of courses ORd with a General Studies course.	Write the major map with the ideal course requirement. If PSY 101 or SOC 101 is the ideal requirement, list these. If these are just recommendations and not required, you can leave the requirement as it is below. Just make sure you look at your graduation audit to confirm whether the specific courses are required or not. PSY 101: Introduction to Psychology (SB) OR SOC 101: Introductory Sociology (SB) OR SWU 171: Introduction to Social Work (SB & H) OR Social-Behavioral Sciences (SB) 3 Hr(s)	In Udirect it is not possible to build this and truly check for the specific course requirements and the General Studies requirement. This also can causes issues with enrollment predictions.
An elective paired with a General Studies. (Ex. Elective or L)	See previous example. What is the ideal path? List the ideal path on the major map. ~~Elective OR Literacy and Critical Inquiry (L)~~	Again, the eAdvising Tracking Tool cannot accurately check for both of these at the same time.

Things to Avoid	Solution	Why?
Overloading on **generic** HU and/or SB requirements	Please ensure that your major map contains the appropriate amount of General Studies. The major map should require 15 hours total hours of HU/SB.	If you include superfluous generic HU or SB requirements on your major map, there will be blanks left on the eAdvisor Tracking Tool as the audit is only looking for fifteen hours of this requirement.
Listing (SQ OR SG) before SQ	If you do not require specific science courses, please ensure that you list the SQ requirement first:	The SQ requirement fills first on the audit. To avoid blanks on your eAdvisor Tracking audit (caused by courses falling in out of order), you want to list SQ first on the major map.
Splitting Out Awareness Areas (C, G or H)	As much as possible, it is recommended that the awareness areas are paired with either a HU or a SB:	Very few courses are only C, G or H courses. Most of these courses also fulfill the HU or SB requirement. If these are split out, the same course will fall in for two separate requirements on the tracking audit. Try to avoid splitting these out as much as possible.

71

3. Here are a few other miscellaneous things to avoid as they can cause issues with the eAdvisor Tracking Tool. These include:

Things to Avoid	Solution	Why?
Two of the same requirement in one term, but one is necessary and the other is not. (This also applies to critical requirements.)	A requirement that repeats in a term can either be listed as necessary or not listed as necessary, but it cannot be one of each. Instead of listing the same requirement twice, you should combine these two 3 hour requirements into one 6 hour requirement.	Cannot drag the same requirement into a term more than once, so it has to be combined.
Lower division courses listed in track/group where only upper division courses are supposed to be taken.	If you specifically require upper-division courses, please only list 300- or 400-level courses in the track group. 	The student cannot truly take those lower-division courses and still meet the requirement. Also, the graduation audit will not include those lower-division courses.
Splitting apart electives into less than three hours.	As much as possible, try to keep electives in blocks of three credit hours. 	Blanks will display on the tracking tool. Pretend the student needs 3 hours of electives. The major map has 1 hour of elective in Term 2 and 2 hours of elective in Term 4. On the eAdvisor Tracking Tool, if the student takes a 3 hour elective first, the course will fall into Term 2. Term 4 will not get a course because the requirement is completed on the audit (3 hours were taken).

BAMM TIPS

Here are some additional tips to keep in mind:

- The philosophy behind the major map is to create the **ideal** path to graduation for an incoming freshman.

- **Freshman Year Courses:** Identify courses in which freshmen are not being successful and remove them from initial semesters.

- **Check for Catalog and Prerequisite changes:** On the sequencing page click on the link in the bottom right corner under the Continue to Curriculum Checksheet button that says, "Check catalog and prerequisites changes." Rebuild any courses that have changed title or GS designations. This report will also bring to light courses that may have had changes with respect to enrollment requirements. Address these issues as soon as possible.

- **ASU Online Staff have Department Role:** ASU Online will be creating their maps and sending them to the college review level. Even if your college doesn't typically use the department level, if you have an online major, they will be using the department level to review the major map and pass it forward for approval at the college level.

- **Preview the Major Map in Degree Search:** This is what students will see when they view the major map in Degree Search. Hover over each course for the following reasons:
    - Helps ensure that the course information is popping up. If nothing pops up, check the PeopleSoft course catalog to see if this course may have changed numbers, subjects or is now inactive. Update the major map accordingly.
    - Allows you to verify that the correct number of hours are listed in the term (see screen shot below).

- **Check that Courses have the Right Number of Hours:** The hours should be in multiples of three whenever possible. If a course says 6 hours, it should say, "Complete 2 courses." If a course says 9 hours, it should say, "Complete 3 courses."

Complete 2 courses:
Elective   6

To change the text above the requirement, right click on the requirement within the term on the sequencing page.

X Upper Division Business Elective   6 Hr(s) /Grd: C

right click on the requirement

The following pop-up will appear. Then just select the number of courses from the drop-down and click add/update.

X Upper Division Business Elective

Change requirement's necessary flag.

Complete [▼] courses: Add/Update

2
3
4
5
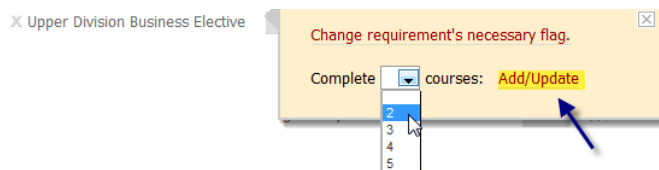
- **Make Sure that Everything is Linked:** Check that every requirement is either linked to the course catalog or to the track groups below. If it is linked, it will appear as a maroon color. If it is unlinked, it will be gray.

If a track, group requirement or an elective is unlinked, go to the curriculum check-sheet and click edit:

Add Course Requirement

to

Requirement Type: [Elective ▼]

If an elective is unlinked, make sure to check the appropriate radio button below.

○ University Elective ○ Subject Elective ⦿ Course Elective

Courses: [Free text ▼]

Free Text: [Social Sciences Electives]

Link to track group : ☑

Level: [Upper Division ▼]

If a track/group requirement is unlinked, check this box to link to track group.

Add recommended course

Add hidden courses

Units: [3]   Min Grade: [C ▼]   Critical: ☐   Necessary: ☐

Notes: [   ]

Preview

Major Map Requirements and Guidelines

- **Please include standard notes in term 1:** Three standard notes belong in term 1 regarding First-Year Composition, Mathematics Placement Test and ASU 101.
    - An SAT, ACT, Accuplacer, IELTS or TOEFL score determines placement into first-year composition courses
    - ASU Mathematics Placement Test score determines placement in mathematics course
    - ASU 101 or college-specific equivalent First-Year Seminar required of all freshman students

- **Include ENG Completion Check:** Term 2 (Term 2B for Online) should have a completion check for ENG 101 OR 105 OR 107. If the ENG block was critical in terms 1 and 2, then the completion check should not be critical. If the ENG block was not critical, then the completion check should be critical. Term 3 may also have a First-Year Composition check, but this not mandatory.

    ◆ Complete ENG 101 OR ENG 105 OR ENG 107 course(s).

   ◆ Complete First-Year Composition requirement. ⟵ optional

- **Include Math Completion Check:** Term 3 (Term 3B for Online) should have a Math Completion check. Again, if at least one MA course was critical in terms 1-2, this completion check should not be critical. If none of the MA courses were critical, this completion check should be critical.

    ◆ Complete Mathematics (MA) requirement.

- **Omnibus Numbers in Major Maps:** No omnibus numbered courses (194, 294, 394, 494) with specific topic titles should appear as required courses in major maps. If an omnibus course is required, it needs to be submitted for a permanent number in Curriculum ChangeMaker before the deadline (September 25 for Fall 2016 effective date - see Curriculum Workflow Sequence Calendar).

- **No Upper-Division Courses in Terms 1-4 (1A-4B for online maps):** Please ensure that there are no upper-division courses in these terms as this can cause issues for our transfer students. If it is unavoidable, please provide a justification statement in the communication notes when submitting the major map.

- **Align Major Map to Graduation Audit:** Please check that the courses and requirements in the terms truly reflect the requirements of your degree. The major map is a contract with the student, and as such, the major map requirements must match the graduation audit. This especially is crucial with respect to the eAdvisor Tracking Tool. If you have updated your major map for this upcoming academic year, please note the adjustments that have been made. Then make the necessary adjustments to the graduation audit. Also, please note that if there is also an online version of the degree program, the same graduation audit will be used for both the ground and online major maps, so the requirements need to be aligned.

- **Check Validation on Curriculum Check-sheet:** The curriculum check-sheet should have the same categories as the graduation audit and should only include requirements that are present in the terms. Review the curriculum check-sheet to make sure it says "Major Map Validation" in the bottom left corner.
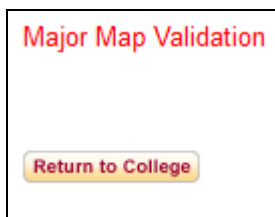
If it does not say this, find out what is missing or extraneous on the curriculum check-sheet and make any necessary adjustments.
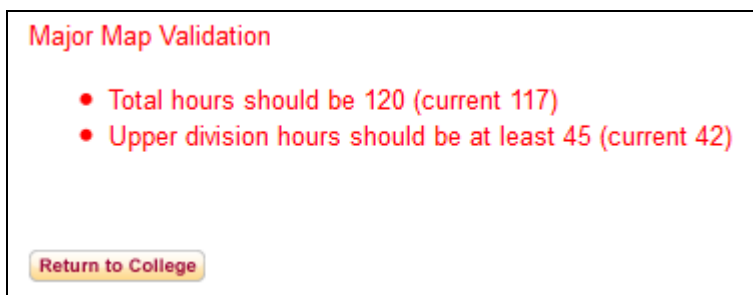
If a requirement is not being used in any term of the major map, you will see an icon (see highlighting in image below):

Please remove requirements from the curriculum check-sheet that are not being used in a term.