Updating Minors and Certificates in BAMM

To update minors and certificates, the process starts the same way as updating a major map. Edits are made to the curriculum checksheet and that populates the information in Degree Search, since minors and certificates are not sequenced like major maps.

Click on your college (e.g. College of Liberal Arts and Sciences). The next page will display all of the active academic programs in the college or school you chose (see below). The page begins with major maps for bachelor's degrees in the college.

<table>
<thead>
<tr>
<th>Academic Programs for catalog year: 2017-2018 Change</th>
<th>College of Liberal Arts and Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Map</td>
<td>Status</td>
</tr>
<tr>
<td>Actuarial Science (BS)</td>
<td>College Review</td>
</tr>
<tr>
<td>African and African American Studies (BA)</td>
<td>Empty</td>
</tr>
<tr>
<td>American Indian Studies (BS)</td>
<td>College Review</td>
</tr>
<tr>
<td>Anthropology (ONLINE) (BA)</td>
<td>College Review</td>
</tr>
<tr>
<td>Anthropology (BA)</td>
<td>College Review</td>
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<tr>
<td>Anthropology (BS)</td>
<td>College Review</td>
</tr>
<tr>
<td>Applied Mathematics for Life and Social Sciences (BS)</td>
<td>College Review</td>
</tr>
<tr>
<td>Asia Studies (East Asia) (BA)</td>
<td>College Review</td>
</tr>
<tr>
<td>Asia Studies (South Asia) (BA)</td>
<td>College Review</td>
</tr>
</tbody>
</table>

Scroll down until you see the line break and there you'll find your minors and certificates. You can click on the title or on Review to open that map.

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

1. click anywhere in the page and a pop will come up asking you to click OK to lock the map or
2. in the top right corner of the page, there is a link called "Lock Map," which will lock the map once you click on it.

Program Requirements

If any edits are necessary, click on the note you need to edit. If any of the information is no longer valid, you can delete the note by clicking on the gray X to the left.
Course Requirements and Categories

The next section of your minor or certificate checksheet is a list of the required courses or electives that need to be taken.

The "Category" button is how you edit your existing categories. The category function in BAMM has been updated for minors and certificates, and is now how your map will be validated.

PLEASE NOTE: For this review cycle, all categories must be edited to enable the validation function. If your map does not have categories, you will need to create them.

Editing Categories

All of the categories now show “ – credit hours” due to the new validation process. In the example below, you will see this category "Required Courses (15 credit hours)" has now changed and displays as "Required Courses (15 credit hours) -- credit hours ". The title must be edited and the credit hours added to the appropriate box.

1. To edit the category, click the Category button.

2. In the pop-up window, choose the category you want to edit in the dropdown box.
3. Click on "Edit an Existing Category".

![Edit Category Example](image-url)
4. In the Edit Category box, edit the category name. In this case, the category name should be shortened to be "Required Courses". Please do not use colons.

5. In the next box that says "Credit hours – Minors/Certs only", enter the required number of credit hours under this category. In this case, it’s 15.
   a. Note: The system will use whatever number is entered into this box to validate the map for the minimum required credit hours.
   b. If your category is a section header, you can enter "0" in the credit hours field and the "0 credit hours" won't appear on Degree Search.

6. Click Submit.

```
Add Category

to Course Requirements

Category: Required Courses (15 credit hours)

Create a new Category
Edit an Existing Category

Edit Category: Required Courses

Credit hours – Minors/Certs only

Submit
```

7. The page refreshes and now the category displays as "Required Courses – 15 credit hours".

```
Course Requirements

Add Requirement Course Milestone GPA Check Note

× Required Courses – 15 credit hours
× HCD 302: Health Care Management
× HCD 330: Health Care Systems in the U.S.
× HCD 401: Leadership and Professionalism
× HCD 402: Health Economics
× HCD 403: Process Engineering

Add Requirement Course Milestone GPA Check Note
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If you have a list of many course choices and currently include, for example, "Choose two from the following", you may still use this in your category title. However, the category must still be edited to enter the required credit hours for that section in the appropriate box.
Adding Categories

As a reminder, if your map does not currently include categories, you will need to add them.

To add a brand new category:

1. Click the Category button.
2. Click on "Create a new Category".
3. In the "New Category" box, enter the category title only. Do not enter anything about credit hours.
4. In the "Credit hours – Minors/Certs only", now enter the credit hours required for this category. (You may enter "0" if this category is a section header.)
5. Click Submit.

6. A message briefly appears that indicates the category was added to the list. You can now choose the new category from the dropdown box and click Submit.

7. The page refreshes to show your new category ready for use!
Adding/Editing Requirements

For this review cycle, unless you have curriculum changes, your course requirements should not require changes.

Most course requirements for minors and certificates will be entered one at a time using the Single Course option. No AND / OR connectors should be used. This will make the courses appear in Degree Search as an easy-to-read list.

The only connector that might be appropriate is the little "or", if there is truly an option in which course to take. This is common with crosslisted courses. Otherwise, proceed with the steps below to add courses to minors and certificates.

1. Click the Course button under the appropriate category.

2. Leave the Requirement Type as "Single Course" and enter the course information.

3. Click Submit.

4. Repeat steps 1-3 for all courses.
Remember that minors and certificates require all courses to be completed with a minimum C grade.

Please remember to check the catalog changes by clicking on the "Check catalog and prerequisites changes" link. If any of your existing requirements have changed (new prefix, new number, new GS designation, inactivated course, etc.), please edit that requirement accordingly.

**Additional Requirements**

The last section on minors and certificates is for "Additional Requirements." Like the Program Requirements section, verify the information is still accurate and edit as needed.

**Tips and Final Submission**

A few tips to keep in mind while working on your minor/certificate checksheets:

- Do not use colons in your categories.
- Do not delete a category that has requirements underneath it, or all the requirements will also be deleted.
- Make sure all the courses are in alphanumeric order within each category.
- Check the bottom left side of the screen to see that it says "Validation" in red.

When you click on "Submit Major Map", a pop-up window will appear where you can include any comments/communication notes. You also need to check the box verifying that you've made all known catalog changes. Once you check the box, you may submit your map to the next review level.