Build A Major Map Training Manual

Build a Major Map Training Manual
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CONTACTS AND RESOURCES

- Email majormaps@asu.edu with questions.
- catalog.asu.edu/BAMM is a resource page with training guides, information, and links.

APPLICATION URL

USE FIREFOX - BAMM doesn't always work as expected in Chrome.

Web Location: https://webapp4.asu.edu/roadmaps or use the shortcut asu.edu/bamm

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

INTRODUCTION AND WORKFLOW

Upon logging in, the home screen displays a navigation bar above a list of ASU's colleges and schools, along with five columns that keep a tally of where major maps, minors, and certificates are in the review workflow.

If your college or school decides to give users access at the 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, or your college has no individual departments, then the second column (College Review) is where every major map will start.

Build A Major Map					

College	Department (16)	College (69)	Provost (69)	DARS (50)	Completed (768)
Business, W. P. Carey School of	0	4	3	6	72
Design & the Arts, Herberger Institute for	3	1	4	0	79
Engineering, Ira A. Fulton Schools of	3	8	4	0	65
Global Futures, College of	0	0	0	14	0
Global Management, Thunderbird School of	0	0	0	0	7
Health Solutions, College of	0	1	0	3	42
Honors - Barrett, The Honors College	0	1	0	0	0
Integrative Sciences and Arts, College of	0	1	4	11	61
Interdisciplinary Arts & Sciences, New College of	0	24	4	3	95
Journalism & Mass Communication, Walter Cronkite School of	0	1	2	7	5
Liberal Arts & Sciences, The College of	7	12	11	1	234
Nursing and Health Innovation, Edson College of	0	1	3	1	21
Public Service and Community Solutions, Watts College of	3	3	4	2	63
Teachers College, Mary Lou Fulton	0	12	0	2	24
Other	0	0	30	0	0

The navigation bar includes: Create Proposed, Notes, Catalog Year: 2020 - 2021. Filter options: All, Majors, Minors/Certs, Proposed.

The above image shows that W. P. Carey has 4 maps currently being reviewed at the college level. This includes majors, minors, certificates, and all proposed maps of any type. You can use the toggle buttons above the colleges if you want to view the numbers for **only** major maps, or **only** minors and certificates, or **only** proposed maps – or any combination of the above. Selecting Majors, as shown below, changes the numbers on the dashboard for all colleges.
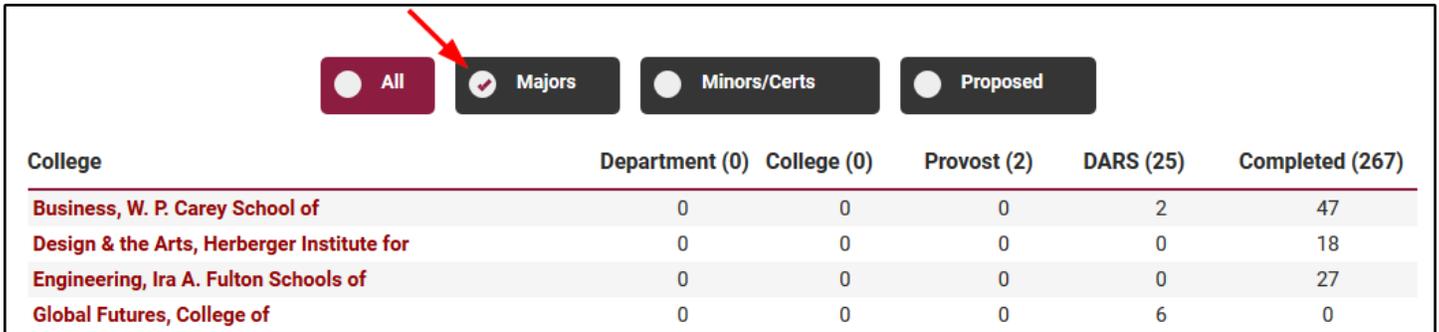
College	Department (0)	College (0)	Provost (2)	DARS (25)	Completed (267)
Business, W. P. Carey School of	0	0	0	2	47
Design & the Arts, Herberger Institute for	0	0	0	0	18
Engineering, Ira A. Fulton Schools of	0	0	0	0	27
Global Futures, College of	0	0	0	6	0

Selecting the Majors toggle and the Minors/Certs toggle changes the numbers again across the dashboard:
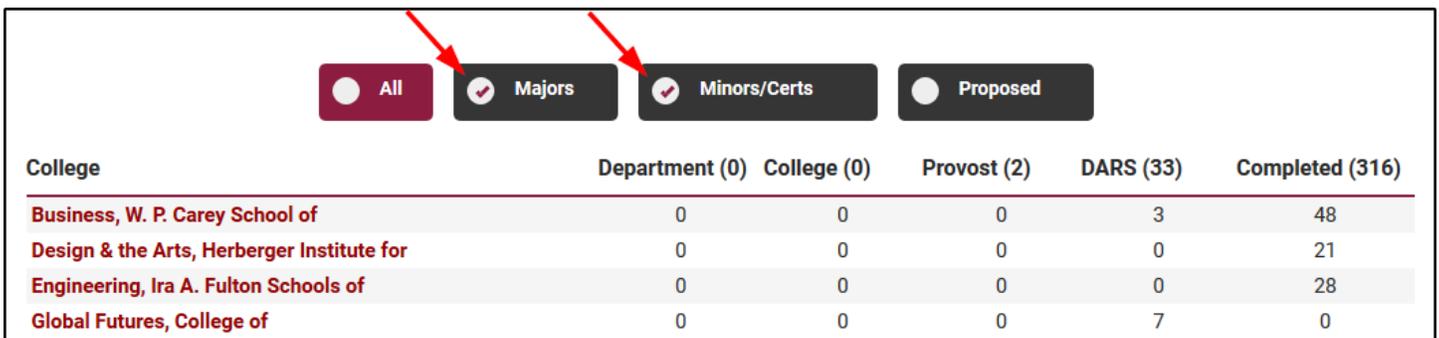
College	Department (0)	College (0)	Provost (2)	DARS (33)	Completed (316)
Business, W. P. Carey School of	0	0	0	3	48
Design & the Arts, Herberger Institute for	0	0	0	0	21
Engineering, Ira A. Fulton Schools of	0	0	0	0	28
Global Futures, College of	0	0	0	7	0

When you click on a college, you'll first see three "drawers" that are expandable and collapsible. Clicking on a drawer will expand it, and clicking on the drawer header again will collapse it. This allows you to hide what you're not currently working on.

Thunderbird School of Global Management

Majors ▼

Minors/Certificates ▼

Proposed ▼

For example, if you want to look at minors and certificates in this school, click on the Minors/Certificates "drawer" or maroon bar, and it will expand:

The drawer will display all active minors and certificates under that college or school for the academic year you're working on in BAMM. You can expand all the drawers if you want to see all active programs/maps under a college.

The second column shows you the plan code belonging to that program, and the third column is the status of the map. It correlates with where the map is in the review process.

"Empty" means that the map has not been created yet (or it may be a "parent" plan for which there is no major map, because only subplans or concentrations are used).

"Department Review" means the map is currently being reviewed by the department.

"College Review" means that the map is currently being reviewed by the college level reviewer.

The status can also be the following: Provost Review, DARS Review, or Completed, depending on where the map is in the review cycle. If you have college access, the "College Review" column is where you will perform an action to the map. In the screenshot above, the certificates have passed through all of the review levels and are in Completed status.

BAMM has four different access roles for reviewing maps: Department, College, Provost, and DARS.

Department level access: You can view any major map in any college/school, but you can only edit the maps within your department/school. Once you have edited and reviewed your major maps, you will submit your maps to the college level for review.

College level access: You can view any college's major maps, but you only have the ability to edit the 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.

Provost level access: You can see any major map and review/edit 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.

DARS access: You can view major maps in all colleges and there's no access for editing. Once you are done reviewing the contents of a map, you will submit it to the completed level. At this point, the review cycle in BAMM is complete.

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NAVIGATION BAR AND SETTINGS

At the top of every page is a black navigation bar. Here you can access various pages and settings, depending on your level of access.

1. Home Icon

Clicking on the home icon will take you back to the BAMM homepage (the dashboard displaying all the colleges).

2. Create Proposed

The "Create Proposed" link takes you to a page to begin creating a proposed or temporary major map.

If your college is going through the process of proposing a new degree program, concentration, minor, or certificate (or proposing an online offering of a degree or concentration), you will need to create a temporary major map to submit with your proposal. It will never be visible to students and will only go to the Provost level of the review cycle. More instructions are in the "[Creating Proposed or New Maps](#)" section below.

3. Notes

This page is where you can add, edit, or remove notes that appear on a major map (except term notes). See the "[Notes](#)" section below for further information.

4. Admin

Some users will have an "Admin" dropdown that allows them to do things like manage user roles or approve map recalls.

Request Recall

This is where users with College level or Provost level access can approve or deny map recall requests from others. 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 on all or most of the major maps. Users with Department level or DARS level access do not have this link.

Manage Users

The Manage Users page allows you to request access for others or even allow you to approve access requests. What you can do depends on your access role.

- Department level access: You will not see this link at all.
- College level access: You can access this page, and can:
    - give someone department level or view-only access within your college
    - request college level access for another user
    - see who else has college and department level access within your college

This is an example of what a college level user in Herberger would see:

- Provost level access: You can access this page, and can:
    - give someone any level of access in any college, department, or otherwise
    - approve any level of requested access
    - see everyone who has any level of access in the application
- DARS level access: You can view this page, and have the ability to request DARS level access for another user.

5. Catalog Year

The Catalog Year dropdown allows you to change which catalog year's maps you're viewing. For example, if you want to view maps from 2017-2018, you would click on that year in the dropdown. After BAMM refreshes, it will show major maps for that year. Be sure to go back to the current catalog year when you're finished viewing older maps, because BAMM won't do it automatically.

6. Question Mark/Help

The question mark icon will take you to the BAMM Resources page, which has links to training guides and helpful information.

7. Settings

The settings or "gear" icon takes you to your user profile. This displays your name, access role, and email notification preferences.

It is strongly encouraged that you leave email notifications on, especially during the fall, so that you don't have to constantly check the application for major maps that are awaiting your review.

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MAJOR MAPS BASIC OVERVIEW

This section provides a very brief overview of how the major maps are structured, how to navigate major maps, and how to make very basic edits. More detailed information on building requirements and updating maps is found in later sections.

Before you can make any changes on a major map, BAMM will ask if you want to lock that map. This ensures that while you are working on the map, no one else is making changes at the same time. You can lock a map two different ways:

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

The lock symbol at the top of the map can be two different colors. If the lock is gray, it means that you have locked this map to edit it. The red lock means that someone else has locked that map for editing. If you hover over the lock, it tells you the username for the person who has that map locked.

If you need access to a map and the user who locked the map is out of the office, please contact majormaps@asu.edu to request that the map be unlocked.

2019 Sequencing View for 🔒 [Locked by you]
Health Education and Health Promotion (BS)

2019 Sequencing View for (Read Only) 🔒 [Locked by mboivin1]
Secondary Education (Physics) (BAE)

When you click on a map that is already created, you can review the major map course requirements and term sequencing.

The default view is the Sequencing page, which shows you the curriculum "checksheet" on the left side, and the sequencing of the courses within terms on the right. On this page, only the sequencing can be edited.

Checksheet	Sequencing

2019 Sequencing View for (Read Only)
Community Advocacy and Social Policy (BA)

Watts College of Public Service & Community Solut | PPCASPBA

Preview in degree search

Check catalog and prerequisites changes

Hide Changes

Add Term

Total Hours 120   Upper Division Hours 51   Copy term notes: +

University Requirements

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

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   0/6 Hr(s) /Grd: C

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

First-Year Seminar

ASU 101-CPP: The ASU Experience   0/1 Hr(s)

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

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

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

MAT 142: College Mathematics (MA)   0/3 Hr(s) /Grd: C

◆ 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) AND Global Awareness (G)   0/3 Hr(s)

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

Natural Science - Quantitative (SQ) OR

X ◆ SWU 171: Introduction to Social Work (SB & H)   3 Hr(s) /Grd: C   [P]

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 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 MAT 142: College Mathematics (MA)   3 Hr(s) /Grd: C   [P]

X Public Service Interdisciplinary Requirement   3 Hr(s)

X Milestone: Meet with an academic advisor

⚠ Elective   3 Hr(s)

[MM]

- An SAT, ACT, Accuplacer, IELTS or TOEFL score determines placement into first-year composition courses
- Mathematics Placement Assessment 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
- For the Public Service Interdisciplinary Requirement: Students can choose courses from any of the four Interdisciplinary areas/track groups. To meet the requirement, students must take two courses from at least two different groups.

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When a major map is newly created from scratch (not copied from an existing map), 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 from 1A up to 10B.

In order to edit or add anything to the checksheet, click on the maroon "Checksheet" tab at the top. This will take you to the Checksheet page where the Sequencing is not visible. You can view the Checksheet page only while the map is at your review level.

The curriculum checksheet for major maps is divided up into three basic sections: University Requirements, Major Requirements, and Electives.

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 6/6 Hr(s) /Grd: C

🚫 Complete ENG 101 or ENG 105 or ENG 107 course(s)

First-Year Seminar

🚫 ASU 101: The ASU Experience 1/1 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.)

🚫 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) 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.)

🚫 ⭐ Complete Cultural Diversity in the U.S. (C) AND Global Awareness (G) AND Historical Awareness (H) course(s)

Major Requirements

Electives

Within the section titled "University Requirements", the categories are already created. "Literacy and Critical Inquiry (L)" is an example of a category. You can add specific requirements under these categories. A few categories are pre-populated with university-level requirements and completion checks. Within the sections titled "Major Requirements" and "Electives", you can build your own program-specific categories.

The curriculum checksheet should be organized in the same fashion as the graduation audit for the degree. You can drag and drop requirements to different categories underneath any section on the checksheet to organize it accordingly.

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

The diamond shaped icon symbolizes a critical requirement, per eAdvisor. The star shaped icon symbolizes a necessary requirement (click here to jump to the section about critical and necessary requirements).

Major Requirements	Credit Hours	Min. Grade
+ Add Category		
+ Add Requirement		
X Major Requirements **+ Add Requirement**		
X ◆ JMC 101: Grammar for Journalists H	1	B-
X JMC 102: Coding for Journalists H	1	C
X ◆ JMC 110: Principles and History of Journalism (SB) H	3	C
X ☆ JMC 473: The Business and Future of Journalism OR JMC 436: Public Relations Research	3	C
X ◆ JMC 201: News Reporting and Writing (L)	3	C
X JMC 305: Multimedia Journalism	3	C
X ◆ JMC 301: Intermediate Reporting and Writing (L) OR JMC 315: Intermediate Reporting and Writing (Broadcast) (L)	3	C
X JMC 366: Journalism Ethics and Diversity	3	C
X ▲ ◆ JMC 313: Introduction to Editing OR JMC 345: Videography OR JMC 448: Non-Narrative Video Storytelling	3	C
X ☆ JMC 402: Mass Communication Law	3	C
X JMC 484: Internship	3	Y
X ☆ Upper Division Advanced Skills Course	6	C
X ▲ ☆ Upper Division Professional Program	3	C
X ▲ JMC OR MCO Upper Division Elective	6	C
X ▲ MCO Upper Division Elective	3	C

The checksheet is also where you add, delete, or edit current requirements. To edit a requirement, click on the text of the requirement, 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.

	Requirement Options	
X ◆ JMC 101: Grammar		
X JMC 102: Coding for Jou	☐ Edit	
X ◆ JMC 110: Principles a	x Delete	
X ☆ JMC 473: The Busine JMC 436: Public Relations Research		
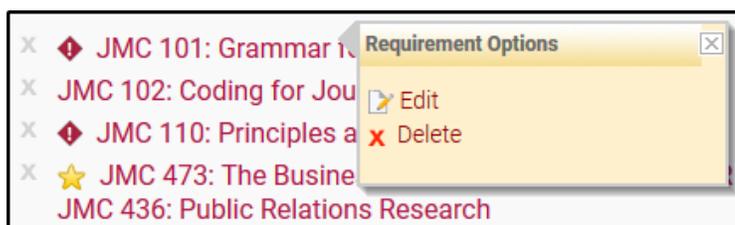
To add a requirement, find the category you want to add the requirement to, then click the "Add Requirement" button. (Click here to jump to more in-depth information about adding requirements.)
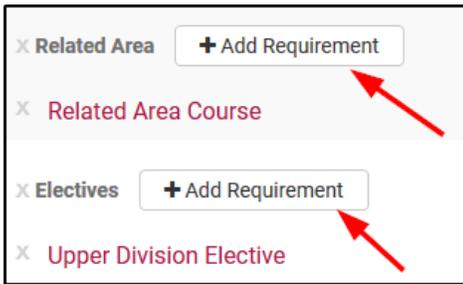
The sequencing page can be accessed in two different places from the checksheet. (Click here to jump to the full section about sequencing.)

1) The maroon Sequencing tab at the top of the page:
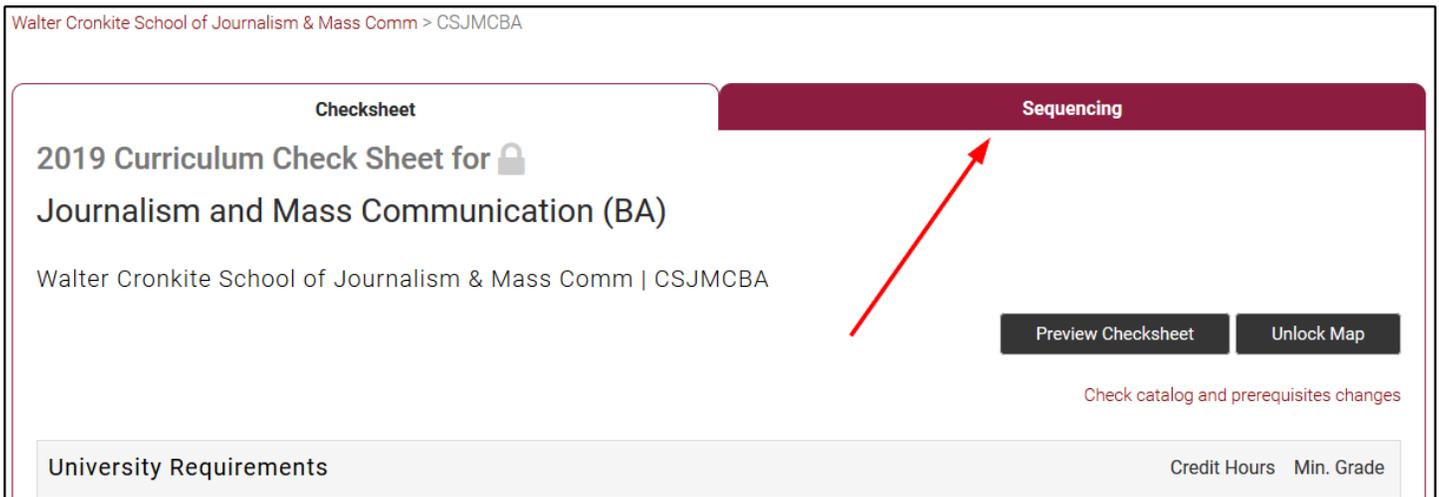
2) Or the link in the bottom right corner:
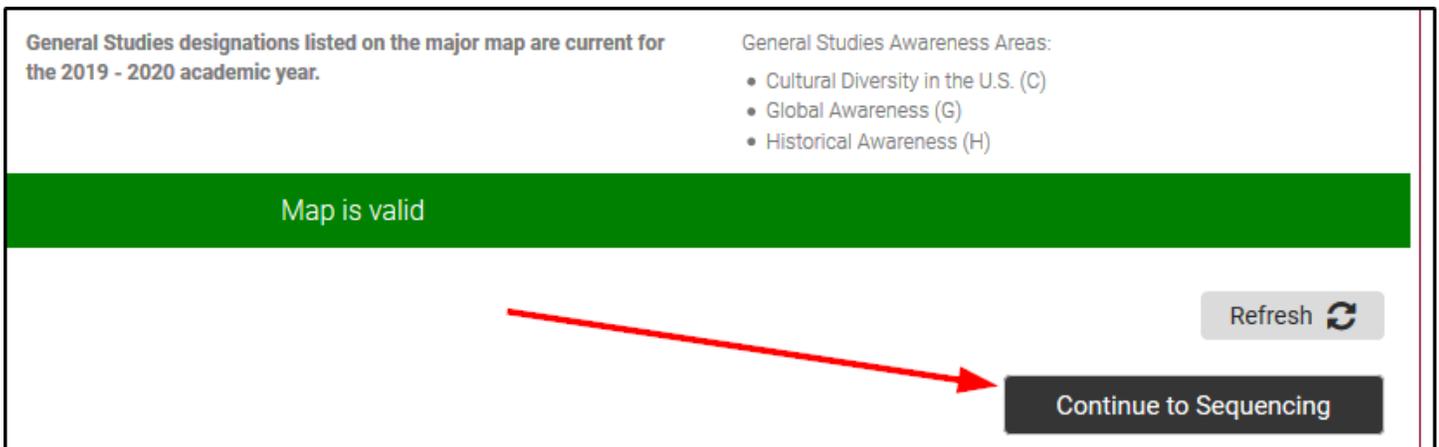
On the sequencing page, there are two ways to sequence requirements.

1) Double click on a requirement on the left side, and in the pop-up window, click on the term where you want to add that requirement.

2) Drag and drop the requirement to the desired term.
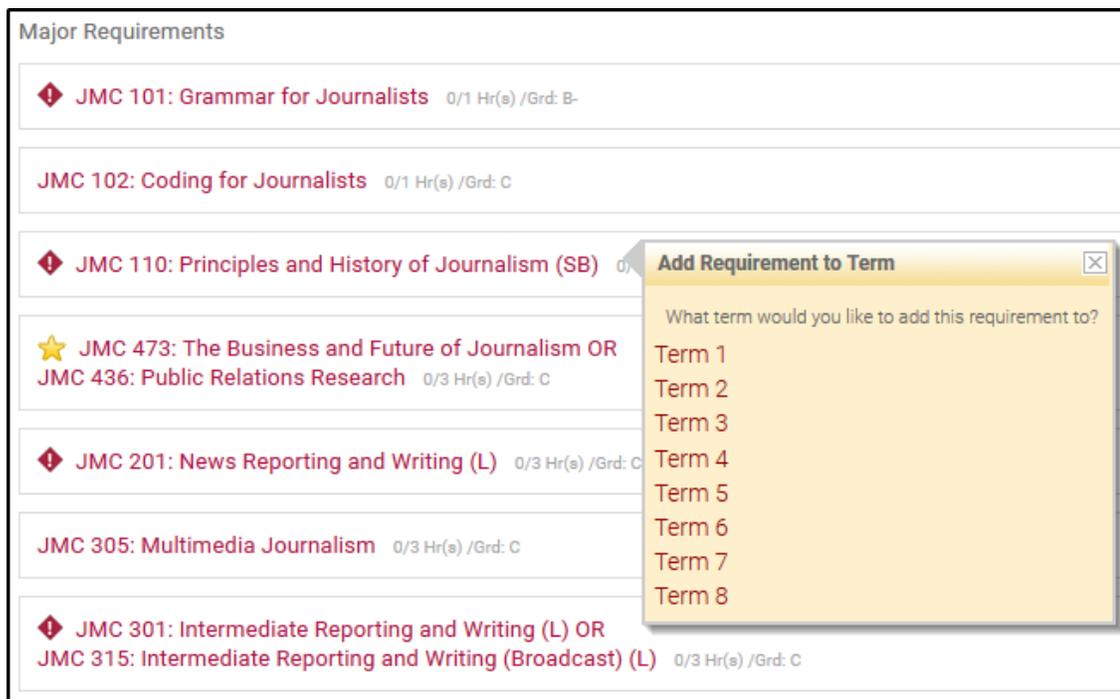
If a requirement is not fully sequenced on the major map, the "no" icon highlighted in the screen shot below will appear next to the requirement to indicate this:

If you're not going to use that requirement on your major map, please delete it from the curriculum checksheet.

Below the Electives section, there's a notes area for university-wide, college-wide, departmental, or major map specific notes. Below those notes are the legends for ASU requirements, any major map specific requirements, and General Studies.

General University Requirements Legend

Total Hours:	120 minimum	General Studies Core Areas:
Upper Division Hours:	45 minimum	• Literacy and Critical Inquiry (L)
ASU Cumulative GPA:	2.00 minimum	• Mathematical Studies (MA)
Additional Major Requirements		• Computer/Statistics/Quantitative Applications (CS)
Major Upper Division Hours:	45 minimum	• Humanities, Arts and Design (HU)
Major GPA:	2.00 minimum	• Social-Behavioral Sciences (SB)

Hours at ASU:	30 minimum	• Natural Science - Quantitative (SQ)
Resident Credit Hours for Academic Recognition:	56 minimum	• Natural Science - General (SG)
Community College Hours:	64 maximum	
College Residency Hours:	12 minimum	

University Undergraduate Graduation Requirements

General Studies designations listed on the major map are current for the 2019 - 2020 academic year.

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

Below that is a red or green bar where BAMM shows you if your major map has validated. Validation means the map meets all the rules for General Studies requirements, minimum hours for degree completion (120), minimum upper-division hours (45), and critical and necessary requirements.

If your map does not validate, you'll see the validation errors in red. Below is an example of several common validation errors. You'll be unable to submit the map to the next level if the map doesn't validate.

> **Validation**
> - Mathematical Studies (MA) total hours should be at least 3 (current 0)
> - Total hours should be 120 (current 119)
> - The map does not contain a necessary requirement in term 8. Necessary requirements are key for timely completion of the degree.

If a major map needs to be returned to the previous workflow level for any edits, you can do so by going to the bottom left of the screen. A black button will be labeled with "Return to Department", "Return to College", etc. as appropriate depending on your level of access. If you are a Department user, there will be no return button because there is no workflow before yours.

> **Validation**
> - The map does not contain a critical requirement in term 4. Critical requirements are indicators for a student to progress in the major.

Return to College

Once the major map has been corrected and meets all of the requirements, you should see the following message in green and can submit the major map to the next level.


Map is valid

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CREATING PROPOSED OR NEW MAPS

If your college is going through the process of proposing a new degree program, concentration, minor, or certificate (or proposing an online offering of a degree or concentration), you will need to create a temporary major map to submit with your proposal. It will never be visible to students and will only go to the Provost level of the review cycle.

You can create a map from scratch, or, if your new program is very similar to a current program, you can opt to copy the requirements from a current major map to the temporary major map.

Click on the "Create Proposed" link in the black navigation bar.

Choose your college, which department the program is in, and the type of degree.

Note: If you're proposing a map for ASU Online, you'll need to select "ONLINE" in the Department dropdown.

Most likely, you don't need to change the catalog year. Give your proposed plan a name, and BAMM will automatically generate a temporary plan code.

If you choose to copy this proposed map from an existing map to save yourself some time: In the last field "Copy from Plan", choose the map and the year you want to copy the requirements from, but this is not mandatory.

Once you click "Create", your proposed major map will be in the bottom section of your college's page, under the "Proposed" section. Click on the "Proposed" maroon bar to expand the proposed maps:

Majors					
Minors/Certificates					
Proposed					
Program	**Plan Code**	**Status**	**Department Review**	**College Review**	**Provost Review**
(Proposed)(Concurrent) Environmental Design, (BS) and Urban Planning (BSP) (BS) (Proposed)	RNKMAWH	College Review			
American Cultures (MINOR) (Proposed)	PSTRJPN	College Review			
American Cultures (BA) (Proposed)	ZMGJFOQ	Provost Review			Review Locked by meh4804
Applied Ethics, Peace and Global Citizenship (Certificate) (Proposed)	KDIGDGS	Department Review	Locked by tstrick		

Click on your new map, and continue reading for further information on adding and editing requirements to major maps.

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ADDING COURSE REQUIREMENTS AND CATEGORIES

Creating a Category

If there isn't already a category, please add one. For best practices, requirements should not be added without a category. Remember, the curriculum checksheet 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. This pop-up will appear:
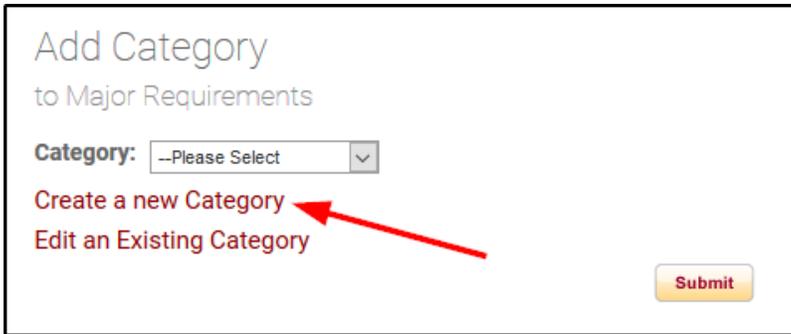
If there is already a category in the drop-down menu that meets your needs, select it. If you cannot find one that is appropriate, click the link "Create a new Category", and a new text field box will appear:

Type in the title of the category and click the submit button. This will automatically add your new category to the options available.

There's more one step – now select the category from the dropdown menu, and click Submit so the category will appear on your major map.

Major Requirements
+ Add Category

+ Add Requirement

X ▲ Business Core   + Add Requirement

Electives   category name
+ Add Category

If you make an error when creating your category, or later want to rename it, choose the category from the dropdown menu, and click the link "Edit an Existing Category." This will bring up the text box again so that you can make the necessary changes.

Creating a Single Course Requirement

Now that you have a category, it's time to add requirements. This example will guide you through adding courses from scratch, using Term 2 on a major map in the W. P. Carey School of Business.

Term 2 17 - 31 Credit Hours Critical course signified by ◆	Hours	Minimum Grade
◆ ACC 231: Uses of Accounting Information I	3	C
◆ ECN 211: Macroeconomic Principles (SB) OR ECN 212: Microeconomic Principles (SB)	3	C
◆ MAT 211: Mathematics for Business Analysis OR MAT 271: Calculus with Analytic Geometry II (MA)	3-4	C
ENG 101 or ENG 102: First-Year Composition OR ENG 105: Advanced First-Year Composition OR ENG 107 or ENG 108: English for Foreign Students	3	C
SOC course (SB)	3	

Next to the appropriate category, click "Add Requirement".

Major Requirements
+ Add Category

+ Add Requirement

X ▲ Business Core   + Add Requirement   ←

Electives
+ Add Category

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Four options expand showing the different kinds of requirements you can choose. In this case, click on the "Course" button.

Major Requirements

+ Add Category

+ Add Requirement

X ▲ Business Core   + Add Requirement   Course   Milestone   GPA   Check

Electives
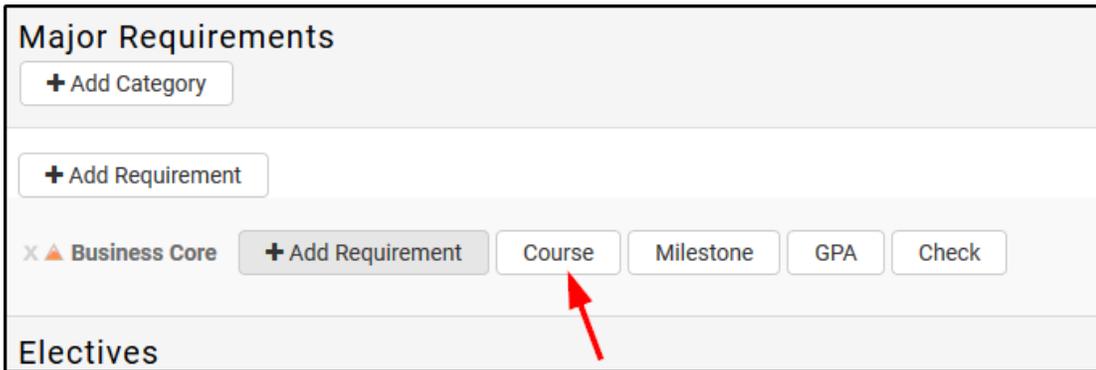
At the top of the pop-up window, it tells you what you are doing (Add Course Requirement) and what category you are adding it to (Business Core).

Add Course Requirement
to Business Core

Requirement Type: Single Course

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

Add hidden courses

Units: [   ]   **Min Grade:** [   ]   **Critical:** ☐   **Necessary:** ☐
   Transfer students must complete at ASU ☐

Notes: [   ]

Preview:
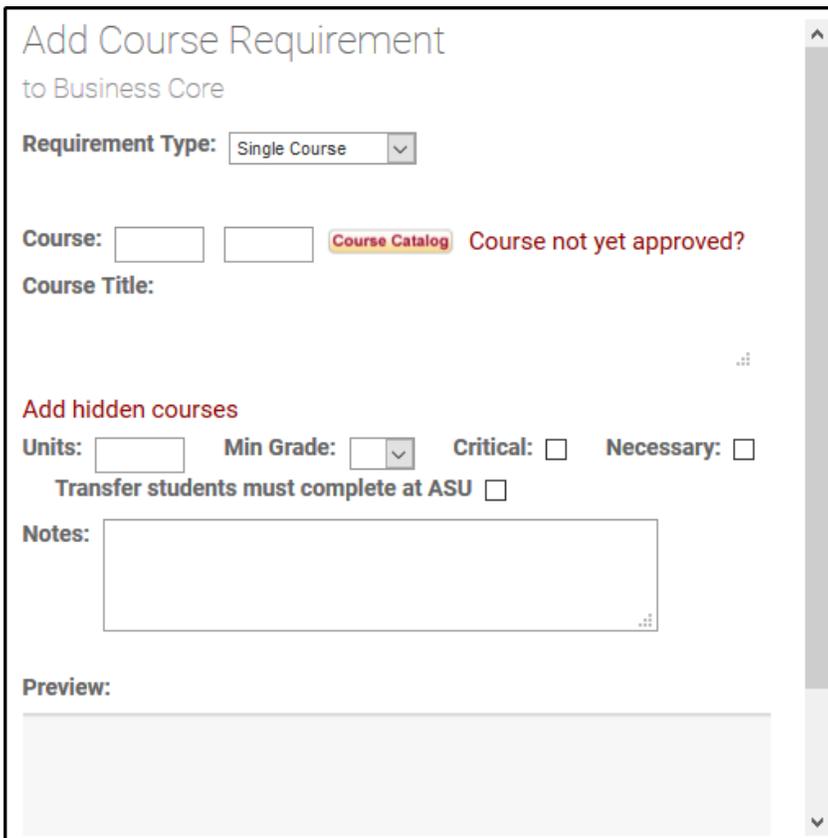
Requirement Type: This drop-down has the different types of course requirements you can add. Depending on the option you select in the drop-down, the form will update to reflect different fields. The first course in Term 2 is ACC 231: Uses of Accounting Information I. This is a single course, so use the single course option (which comes up by default).

Course: Type in the subject, ACC, and the course number, 231. BAMM pulls directly from the PeopleSoft course catalog, so once a user types ACC 231, the Units field populates 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.**

Now choose the Minimum Grade required for the course (if there is one). In this case, the student should earn at least a grade of "C", so choose "C" from the drop-down. If it's a critical requirement, check the Critical box.

The light gray box at the bottom of the window shows you a preview of what the requirement will look like on the checksheet. This allows you to ensure that the requirement is correct before clicking Submit.

Once it's submitted, that's how it will display on the curriculum checksheet. The critical icon, course title, unit hours and minimum grade will all be visible.

Creating a Multiple Course Requirement

Term 2 17 - 31 Credit Hours Critical course signified by ◆	Hours	Minimum Grade
◆ ACC 231: Uses of Accounting Information I	3	C
◆ ECN 211: Macroeconomic Principles (SB) OR ECN 212: Microeconomic Principles (SB)	3	C
◆ MAT 211: Mathematics for Business Analysis OR MAT 271: Calculus with Analytic Geometry II (MA)	3-4	C
ENG 101 or ENG 102: First-Year Composition OR ENG 105: Advanced First-Year Composition OR ENG 107 or ENG 108: English for Foreign Students	3	C
SOC course (SB)	3	

The next requirement is ECN 211 OR ECN 212. This is a multiple course requirement. Under the appropriate category, click "Add Requirement", then "Course" again. This time choose "Multiple Course" from the drop-down.

Now enter both classes in a similar fashion to entering a single course. Enter ECN 211, then click the capital "OR" button. Clicking "OR" will bring up the fields to add the next course, which in this case is ECN 212.

Add Course Requirement
to Business Core

Requirement Type: Multiple Course

Course 1

Requirement Type: Single Course

Course: ECN   211   Course Catalog   Course not yet approved?

Course Title: Macroeconomic Principles (SB)

Add hidden courses

Add an   OR   AND   or   requirement

Requirement Type: Multiple Course

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)

In this case, these courses need a Minimum Grade of "C" and the requirement needs to be marked critical. The preview box at the bottom shows how the multiple course requirement will look:

Units: 3   Min Grade: C   Critical: ☑   Necessary: ☐
Transfer students must complete at ASU ☐

Hide course titles: ☐

Notes:

Preview:

⬥ **ECN 211: Macroeconomic Principles (SB) OR ECN 212:**   3 Credits
Microeconomic Principles (SB)

Min. Grade C

Submit

Click Submit, and now the curriculum checksheet shows the new multiple course requirement:

X ▲ Business Core   + Add Requirement

X ▲ ⊘ ⬥ ACC 231: Uses of Accounting Information I	3	C
X ▲ ⊘ ⬥ ECN 211: Macroeconomic Principles (SB) OR ECN 212: Microeconomic Principles (SB)	3	C

Notes: The AND button can be used for creating requirements that should be taken together, such as a lecture and a lab.

The big "OR" and the little "or" signify different things. The big "OR" should almost always be used on major maps. By clicking the 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 occasionally used with multiple course requirements.

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

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

If you used only capital OR, this would mean they could take **any** two of the three courses when this requirement is listed in two terms. For example, they could take ENG 301 and ENG 302, or any other combination.

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

It may help to imagine the little "or's" and big "OR'S" with parentheses. In the first example:

(ENG 301 or ENG 302) OR (COM 230) -- 6 credit hours

This indicates the student can take ENG 301 or 302 to fulfill the requirement, but must take COM 230. But if all the OR's are big:

(ENG 301 OR ENG 302 OR COM 230) – 6 credit hours

The student can take any two of those courses to fulfill the 6 credit hour requirement.

Creating a Multiple Course Requirement with a Range of Hours

Term 2 17 - 31 Credit Hours Critical course signified by ◆	Hours	Minimum Grade
ACC 231: Uses of Accounting Information I	3	C
ECN 211: Macroeconomic Principles (SB) OR ECN 212: Microeconomic Principles (SB)	3	C
MAT 211: Mathematics for Business Analysis OR MAT 271: Calculus with Analytic Geometry II (MA)	3-4	C
ENG 101 or ENG 102: First-Year Composition OR ENG 105: Advanced First-Year Composition OR ENG 107 or ENG 108: English for Foreign Students	3	C
SOC course (SB)	3	

The next multiple course requirement will be created in the same way as before, except it has a range of hours.

When using the multiple course option, the Units field will populate with whichever course was added last. In this case, MAT 271, which is 4 units, was added last. However, MAT 211 is only 3 units. Therefore, you need to 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.

OR Course 2

Requirement Type: Single Course

Course: MAT 271 Course Catalog Course not yet approved?

Course Title: Calculus with Analytic Geometry II (MA)

Add hidden courses

Add an OR AND or requirement

Units: 3-4   **Min Grade:**   **Critical:** ☐   **Necessary:** ☐

Transfer students must complete at ASU ☐

Hide course titles: ☐

Notes:

Preview:

MAT 211: Mathematics for Business Analysis OR MAT 271: 3-4 Credits
Calculus with Analytic Geometry II (MA)

Then add the Minimum Grade of "C" and make it critical. Click Submit, and the curriculum checksheet shows the range of hours:

Major Requirements	Credit Hours	Min. Grade
+ Add Category		
+ Add Requirement		
X ▲ Business Core + Add Requirement		
X ▲ ⊘ ◆ ACC 231: Uses of Accounting Information I	3	C
X ▲ ⊘ ◆ ECN 211: Macroeconomic Principles (SB) OR ECN 212: Microeconomic Principles (SB)	6	C
X ▲ ⊘ ENG 301: Writing for the Professions (L) OR ENG 302: Business Writing (L) OR COM 230: Small Group Communication (SB)	3	
X ▲ ⊘ ◆ MAT 211: Mathematics for Business Analysis OR MAT 271: Calculus with Analytic Geometry II (MA)	3-4	C

Using a Requirement in Multiple Terms

Term 2 17 - 31 Credit Hours Critical course signified by ◆	Hours	Minimum Grade
◆ ACC 231: Uses of Accounting Information I	3	C
◆ ECN 211: Macroeconomic Principles (SB) OR ECN 212: Microeconomic Principles (SB)	3	C
◆ MAT 211: Mathematics for Business Analysis OR MAT 271: Calculus with Analytic Geometry II (MA)	3-4	C
ENG 101 or ENG 102: First-Year Composition OR ENG 105: Advanced First-Year Composition OR ENG 107 or ENG 108: English for Foreign Students	3	C
SOC course (SB)	3	

The next requirement is First-Year Composition. Remember, this is prepopulated on all major maps and is located under the University Requirements section:

University Requirements	Credit Hours	Min. Grade
▲ First-Year Composition ✚ Add Requirement		
✕ ▲ ⊘ 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	C

Notice that there are 6 credit hours, even though in Term 2 it's displaying as 3 credit hours. This is because for best practices, you should add a requirement to the checksheet just once, even if it's used in more than one term on the major map.

Just create one requirement on the checksheet and give it the total number of credit hours needed for all terms in the entire major map.

Another example of this is university Electives. If a major map has 3 hours of electives each in terms 5, 6, 7, and 8, you only need to create one elective requirement on the checksheet for a total of 12 credit hours (3 hours x 4 terms). When you drag the elective into the appropriate terms, you'll then change the hours on the sequencing side from 12 hours to 3 hours in each term.

Editing Multiple Course Requirements

You can easily change the order of courses within a multiple course requirement that you already created. While in the checksheet, click on the multiple course requirement, and then click "Change Order of Requirements".
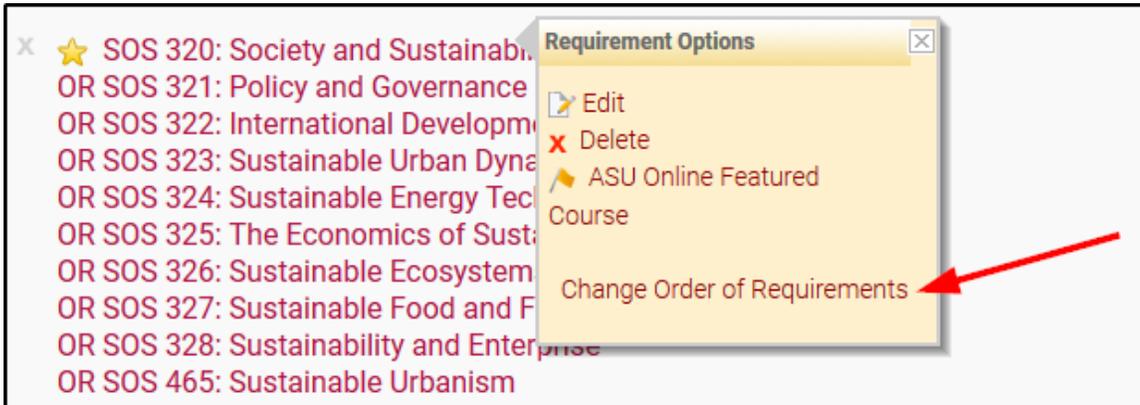
Then you can drag and drop the courses to adjust the order in which the courses display, or change the OR/AND/or connectors.

Building a Subject-Specific General Studies Requirement

In our example, the last course in Term 2 is an SOC course (SB). What this means is that a student should take a course that carries the Social-Behavioral Science (SB) General Studies designation that also has the SOC prefix/subject.

To add this requirement, click on "Add Requirement", and then "Course" as before. Now in the drop-down, choose General Study.

In the first drop-down, choose Social-Behavioral Sciences (SB). Then click on the "Add required subject" link to add SOC (Sociology).

Since you aren't pulling in a specific course from the course catalog here, the Units need to be entered manually. In this case, 3 credit hours should be entered into that box. You can see a preview of the requirement in the gray section at the bottom of the form.

Social-Behavioral Sciences (SB)

Level: --Please Select

Add recommended course

Subject: SOC ☒

Add required subject

Add hidden courses

Units: 3   Min Grade: Critical: ☐   Necessary: ☐
Transfer students must complete at ASU ☐

Notes:

Preview:

SOC course (SB)   3 Credits

That takes care of creating the courses for Term 2. Creating new requirements on the checksheet doesn't mean that your major map is automatically updated. After building the entire major map's course requirements, your next step is to add the new requirements to the appropriate terms. This is also referred to as sequencing, and is necessary in order for the content to display in Degree Search. (Click here to jump to the Sequencing section.)

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CRITICAL AND NECESSARY REQUIREMENTS

Arizona State University uses the eAdvisor Tracking Tool to monitor student progress toward degree completion throughout all eight semesters.

"Critical" requirements are represented by the diamond shaped icon with an exclamation point. Critical requirements 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.

"Necessary" courses should be present in terms 5 - 8 (5A - 10B for online major maps) and are represented with the star icon. Again, at LEAST one requirement per term must be marked necessary. For an online map, one term includes both the A and B terms.

These identified courses are considered necessary 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.

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ELECTIVES

There are quite a few ways to enter Elective course requirements. Shown below are a few common uses of Electives:

Term 8 109 - 120 Credit Hours	Hours	Minimum Grade
Complete 2 courses: CRJ 4** Elective	6	C
Upper Division Elective	3	
Elective	3	

University Elective

The simplest type of elective to add is a general/university elective ("Elective" or "Upper Division Elective"). If necessary, create a category under the Electives section. Then click the "Add Requirement" button and the "Course" button.

In the pop-up window, choose Elective from the Requirement Type drop-down:

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

If these should be upper-division electives, choose "Upper Division" from the "Level" drop-down menu.

Note: Don't select "Lower Division" for university electives, since you shouldn't restrict students to taking lower-division electives. These will simply be "Elective".

Next, add in the credit hours and click Submit. **Note:** University electives should never have a minimum grade tied to them.

Subject and Course Level Elective

To create an elective such as a CRJ 400-level elective, start the same way. Click "Add Requirement", then "Course", and choose Elective from the Requirement Type drop-down. Then choose the Subject Elective radio button.

Add the subject to the subject field and choose the appropriate level indicated on the major map. A 400-level course is displayed as 4** in BAMM and Degree Search.

Enter in the desired number of units (in this case, 6) and the Minimum Grade of "C". Minimum grades are allowed on this type of elective because it's for a specific subject, and not a general university elective.

Click Submit, and the requirement is now on the checksheet as shown:

Electives		Credit Hours	Min. Grade
+ Add Category			
+ Add Requirement			
X ▲ Electives **+ Add Requirement**			
X ▲ ⊘ Elective		9	
X ▲ ⊘ Upper Division Elective		12	
X ▲ ⊘ CRJ 4** Elective		6	C

Other Types of Electives

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 far too long to accomplish that, such as The College of Liberal Arts and Sciences' Science and Society Electives. The list is available online though, so the URL should be added to notes on the major map.

To create The College's Science and Society requirement, add a Course requirement and choose Elective as the Requirement type. Instead of selecting the University or Subject radio buttons, click the Course Elective radio button. Then open the "Courses" drop-down menu, and choose "Science and Society Elective" from the drop-down. This drop-down contains other common track/group names you may want to have on your major map.

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 the Science and Society Elective now appears on the checksheet:

X ▲ ⊘ Science and Society Elective	3	C

This is also the method used for those degrees that have tracks or groups of courses, such as a list of courses that fulfill a "Technical Elective". For more information about Tracks and Groups, continue to the next section.

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TRACKS AND GROUPS

There are many major maps that use this feature. If you have a list of courses displaying at the end of your major map below the sequenced terms, you are already using tracks/groups. An example is the Applied Mathematics BS degree from CISA:

Applied Mathematics Electives		Upper Division STEM Electives	
MAT 300: Mathematical Structures (L)	P	ABS Upper Division Elective	
MAT 310: Introduction to Geometry	P	BIO Upper Division Elective	
MAT 350: Techniques and Applications of Applied Mathematics	P	CHM Upper Division Elective	
		CSE Upper Division Elective	
MAT 450: Mathematical Models in Biology	P	EGR Upper Division Elective	
MAT 452: Introduction to Chaos and Nonlinear Dynamics	P	ERM Upper Division Elective	
MAT 494: Special Topics		GIT Upper Division Elective	
MAT 499: Individualized Instruction	P	IFT Upper Division Elective	
PHY 201: Mathematical Methods in Physics I (CS)	P	PHY Upper Division Elective	
PHY 302: Mathematical Methods in Physics II	P	SER Upper Division Elective	
STP 421: Probability	P	STP Upper Division Elective	

It is a two step process to create track/groups.

The first step is to add each course in order to create the boxes shown in the screenshot above.

Under the appropriate category, click "Add Requirement" then "Course". Under the "Requirement Type" dropdown, choose "Track/Group".

Enter the title of your track/group, and add each course as if it was for a multiple course requirement. Make sure to use the big "OR" in between each course, unless the courses are crosslisted. In that case the little "or" is appropriate. If adding a lecture and a lab that should be taken together (such as PHY 111 and PHY 113), the "AND" connector is appropriate in those cases.

After all of the courses are added, click Submit. The new track/group will appear below the Electives section but above the legend on the major map:

Electives

+ Add Category

✕ Upper Division Elective
✕ Elective
✕ Upper Division Elective OR
    MAT 484: Internship

+ Add Requirement

Track/Group Notes

- **MM** Upper division STEM electives should be selected in consultation with a College of Integrative Sciences and Arts advisor.

Students must complete a minimum of twelve credit hours of MAT courses offered by the College of Integrative Sciences and Arts. Six of these twelve credits must be upper division. (by blandish on 11/09/16 at 3:53 PM)

Applied Mathematics Electives		Upper Division STEM Electives	
ABS 401: Intermediate Statistics		ABS Upper Division Elective	
MAT 300: Mathematical Structures (L)	P	BIO Upper Division Elective	
MAT 310: Introduction to Geometry	P	CHM Upper Division Elective	
MAT 350: Techniques and Applications of Applied Mathematics	P	CSE Upper Division Elective	
MAT 450: Mathematical Models in Biology	P	EGR Upper Division Elective	
MAT 452: Introduction to Chaos and Nonlinear Dynamics	P	ERM Upper Division Elective	
MAT 494: Special Topics		GIT Upper Division Elective	
MAT 499: Individualized Instruction	P	IFT Upper Division Elective	
PHY 201: Mathematical Methods in Physics I (CS)	P	PHY Upper Division Elective	
PHY 302: Mathematical Methods in Physics II	P	SER Upper Division Elective	
STP 421: Probability	P	STP Upper Division Elective	

The paper and pencil icon in the top right corner of the track or group (see red arrow above) is where you can edit or delete the track. The + icon next to the paper and pencil icon gives you the ability to copy a track from this major map to another major map.

Please ensure courses are listed in alphanumeric order. If you add a course and need to change the order they display in, clicking on the paper & pencil icon also gives you the option to "Change Order of Requirements".

Upper Division STEM Electives	**Requirement Options** ✕
ABS Upper Division Elective	⮞ Edit
BIO Upper Division Elective	✕ Delete
CHM Upper Division Elective	Change Order of Requirements
CSE Upper Division Elective	
EGR Upper Division Elective	

At that point, you can drag and drop requirements and courses in the track/group in their new order, and change the connectors if needed.

Step 2: Create the track/group requirement(s) for the checksheet that will actually be sequenced into the terms. The name of the track/group created in step 1 should match the name of the requirement created in this step.

In this example, students need to take a total of 12 credit hours from the Applied Mathematics Electives track, and 9 of those hours need to be upper-division.

Click the "Add Requirement" button, then the "Course" button. Under Requirement Type, choose "Elective". Select the Course Elective radio button, and open the Courses drop-down menu. Choose "Free text" at the bottom.

Once "Free text" is chosen, an empty field appears to add the track/group title. Again, this should match the name of the track/group created in step 1.

Leave the box "Link to track group" checked. Enter the units/credit hours students need to take from this track/group, and if applicable, also enter the Minimum Grade and mark it as critical or necessary.

Free Text: Applied Mathematics Elective

Link to track group : ☑

Level: --Please Select ▾

Add recommended course

Add hidden courses

Units: 3   **Min Grade:** C ▾   **Critical:** ☐   **Necessary:** ☐
Transfer students must complete at ASU ☐

Notes: |

Preview:

Applied Mathematics Elective	**3 Credits**

Min. Grade C

Click Submit, and the requirement will display under the appropriate category.

✕ Applied Mathematics Electives	➕ Add Requirement	Course	Milestone	GPA	Check		
✕ Upper Division Applied Mathematics Elective						9	C
✕ Applied Mathematics Elective						3	C
✕ Upper Division STEM Elective						9	C

To add credit hours from this track/group that must be upper-division, repeat the above steps, and this time select "Upper Division" from the "Level" drop-down menu.

(Optional) If there are notes regarding any of the track/groups, these notes must be added from the separate Notes page. An example of an appropriate track/group note would be "Students must select one course from each of the following three categories." (Click here to go to the Notes section.)

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COURSES NOT YET APPROVED (AKA RED FLAGGED COURSES)

You may want to add a new course to a major map that hasn't yet been approved by the faculty Senate or implemented in the course catalog. With these courses, if you enter the subject and number, the course will come up as "Course not found" instead of the course title. This is because it's not yet created in the PeopleSoft course catalog. It's still possible to add it in BAMM, though.

Note: The New Course Form in Curriculum ChangeMaker must be at the University Review level before you submit the major map to the Provost review level.

Click on the "Add Requirement" button, then the "Course" button under the appropriate category.

Click on the link titled "Course not yet approved?"

The window will change to allow you to type in the proposed course title. The Changemaker button links you to Curriculum ChangeMaker. There, you can ensure that the course is already in the process of being reviewed. The text boxes to the right of the Changemaker icon are where you input the course's subject and number.

In the box labeled "Course Title," please type the title of the course. Then add the Units and Minimum Grade required.

Once the submit button is clicked, this course will appear on the curriculum checksheet like any other requirement, with one difference: a red flag will appear at the end of the requirement.

X ▲ History   + Add Requirement

X ▲ ⊘ HST 120: History of Botanical Plants 🚩   3   C

The red flag will alert anyone reviewing the map that they should check if the course has been approved. If the course has been approved, you should edit the course to be a regular course requirement.

1. First click on the course on the curriculum checksheet, and a little window will pop up. Click "Edit".

X ▲ History   + Add Requirement

X ▲ ⊘ HST 120: History of Bo   **Requirement Options**   ⊠

Electives   📝 Edit
                                 ✕ Delete
+ Add Category
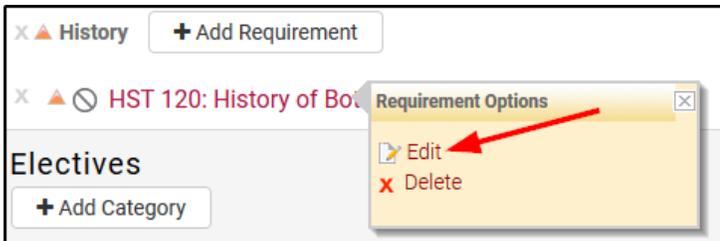
2. Click on the link "Revert to approved".

Add Course Requirement
to History

Requirement Type: Single Course ▾

Unapproved Course: Changemaker HST   120   Revert to
approved
Course Title: History of Botanical Plants
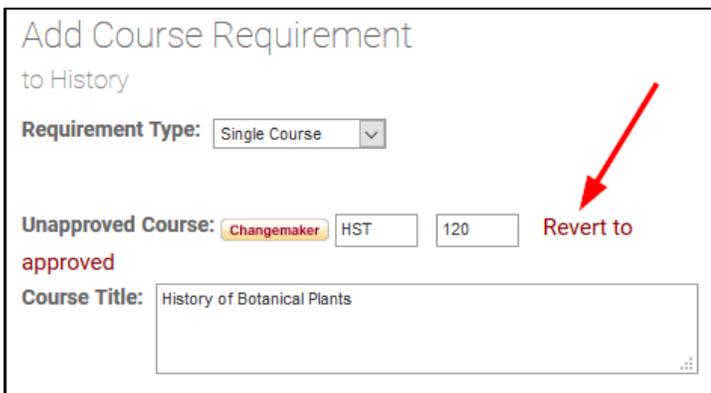
3. The window will revert back to normal. Fill out the approved course subject and number, then click Submit.

Add Course Requirement
to History

Requirement Type: Single Course ▾

Course: _____ _____ Course Catalog Course not yet approved?
Course Title:

Add hidden courses
Units: 3   **Min Grade:** C ▾   **Critical:** ☐   **Necessary:** ☐
    Transfer students must complete at ASU ☐
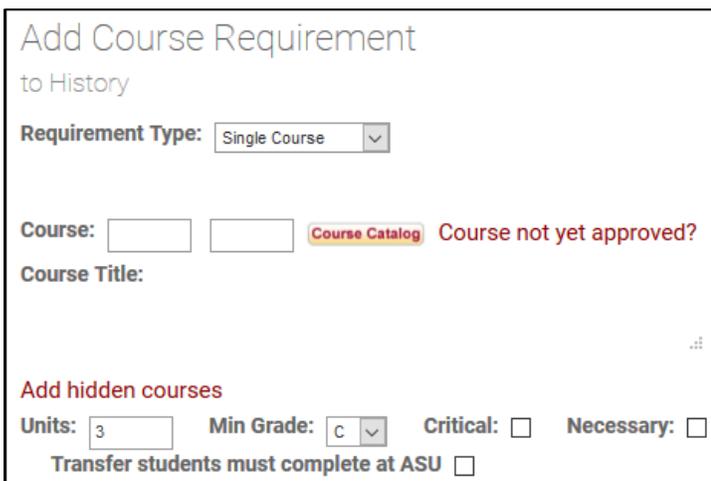
After you click save, the red flag will disappear from the requirement.

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.

NOTE: You may also see gold/orange/yellow flags that appear on a course requirement. These will only appear on online maps. ASU Online uses these flags to feature courses on their website. There's nothing you need to do about the gold flags and they won't affect the validation of your maps.

The gold flags can't be placed on red flagged courses that don't yet exist, so you'll never see a course that has both the red flag and the gold flags.

Red flag example:

HST 120: History of Botanical Plants 🏴

Gold flag examples:

🚩 TEL 200: Social Embeddedness of Educational Endeavors
🚩 TEL 300: Community, Family, and Education
🚩 TEL 400: Innovation in Educational Endeavors
🚩 TEL 410: Leadership and Advocacy in Educational Endeavors
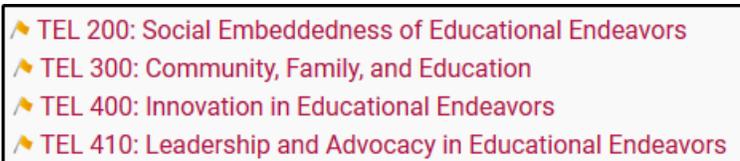
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GENERAL STUDIES REQUIREMENT EXAMPLES

A common example of a generic General Studies requirement is "Social-Behavioral Sciences (SB) AND Global Awareness (G)".

To add this, click the "Add Requirement" button then "Course" 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

✕ ▲ ⃠ MAT 210: Brief Calculus (MA)　H
✕ ▲ ⃠ 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).)　✚ Add Requirement　Course　Milestone　GPA　Check
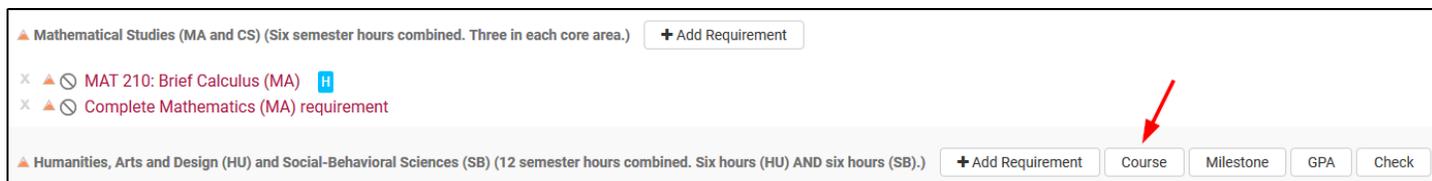
From the Requirement Type drop-down, choose "General Study".

Choose SB in the first drop-down and G in the second drop-down. Only the three awareness areas (C, G, or H) can be added in the second drop-down and these will be an automatic "AND" connector. Type the credit hours (3) in the Units field.

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 (G)

Level: --Please Select

Add recommended course

Add required subject

Add hidden courses

Units: 3   **Min Grade:**   **Critical:** ☐   **Necessary:** ☐

Generic General Studies requirements should **not** have minimum grades attached to them, unless there's a special exception in your unit for a specific designation.

Click Submit to add this to the checksheet. This is how the requirement will appear:

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

✕ ▲ ⊘ Social-Behavioral Sciences (SB) AND Global Awareness (G)   3

The next example is with Natural Sciences.

Natural Science - Quantitative (SQ) OR
Natural Science - General (SG)

This will be created under the Natural Sciences category by using a multiple course requirement, with Course 1 and Course 2 using the General Study options. The reason for this is that we need the "OR" connector this time, because SQ and SG can't be earned simultaneously. The "OR" connector can only be used by defining this as a multiple course requirement.

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(**Note:** If this map doesn't require specific science courses, please list the SQ requirement by itself first to avoid errors in eAdvisor.)

Click "Add Requirement" and then "Course".

As "Requirement Type" at the top, choose "Multiple Course". Under "Course 1", choose "General Study" and then "Natural Science – General (SQ)" in the drop-down.
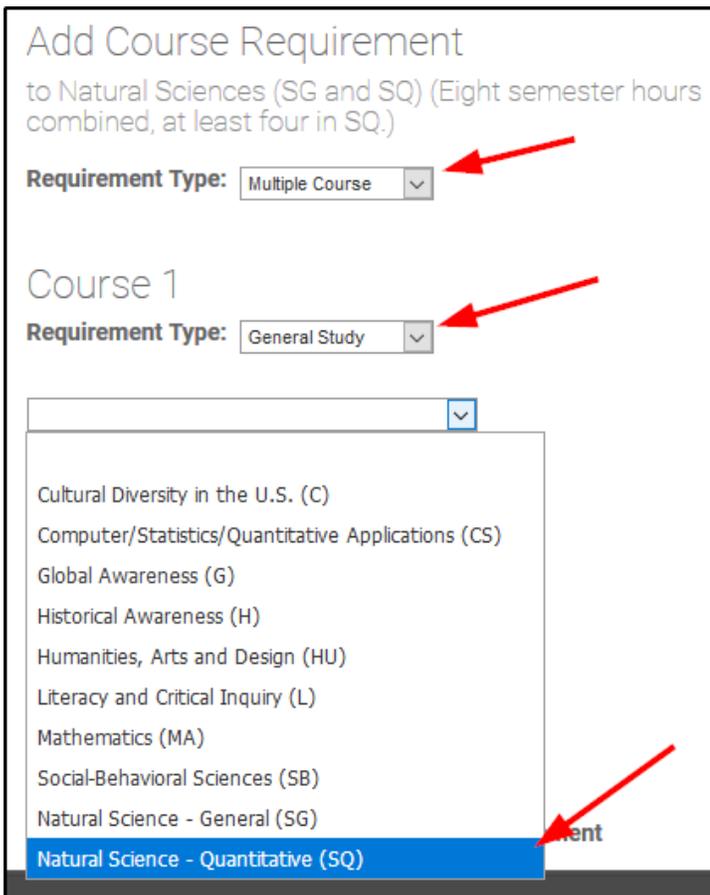
Then click the OR button to add the second course, which will be another General Study.   Pick "Natural Science – General (SG)" from the dropdown menu.

Enter 4 in the Units field, because the SQ OR SG requirement is 4 credit hours. Click Submit so the requirement saves and appears on your checksheet:

▲ Natural Sciences (SG and SQ) (Eight semester hours combined, at least four in SQ.)   **+ Add Requirement**

✗   ▲ ⃠ Natural Science - Quantitative (SQ) OR   4
Natural Science - General (SG)

The next General Studies example is for Upper Division HU OR Upper Division SB.

Upper Division Humanities, Arts and Design (HU) OR
Upper Division Social-Behavioral Sciences (SB)

To add this requirement, it again requires the Multiple Course requirement type. Under the SB and HU category, click on the "Add Requirement" and then "Course" buttons.

Choose "Multiple Course" as the Requirement Type. Then for Course 1, choose "General Study". Select HU in the first drop-down, and in the "Level" dropdown, select Upper Division.

Click the OR button and add the second general study, SB. Be sure to choose Upper Division as the level. Don't forget to add the Units (3), and then click Submit.

Please ensure that the appropriate amount of General Studies is present on the major map, whether they are attached to courses or are added as generic General Studies requirements. 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)

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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.

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

Add Course Requirement
to Electives

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: [   ]

Look in the bottom notes area of the major map or DARS audit to see which of these options your college will accept to fulfill their second language requirement. In some cases, it's actually all of the options. Check the boxes next to what is accepted, and fill in the total hours (usually it's 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 applicable.

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

In some cases, you may need custom wording to further define specific language courses the students need to take. To accomplish this, don't check any boxes in the Second Language requirement window. Instead, copy the text from the requirement "Completion of a language course at the intermediate level (202 or equivalent)" and paste it in the free input text field. Then edit this field to reflect your specific requirements. The gray Preview section at the bottom shows how your requirement will look:

Click Submit and the requirement will display:

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RECOMMENDED COURSES

Recommended courses on a major map allow you to list a general requirement (such as General Studies, elective, etc.) while suggesting, or recommending, that students take a specific course that also meets that requirement.

For example, when you create your CS requirement, there may be some specific CS courses more closely related to the major that might help students out in their studies, such as DCE 240 or FMP 255.

However, if you truly require students to take DCE 240 or FMP 255, then you should list *those* as the requirement, and not as recommended courses. Major maps should be built with the ideal course requirements.

If your unit will truly accept any CS course, and you decide to go ahead listing recommended courses to the CS requirement, then follow the next steps.

Click on the "Add Requirement" button and the "Course" button.

In this example, the true requirement is a CS course, so select "General Study" as the requirement type in the first dropdown, then "CS" from the General Studies list. Then, click on the link "Add recommended course".

Enter the recommended course subject and number in the empty fields that appear. If you want to add more than one recommended course, keep clicking "Add recommended course".

When you've entered in all the recommended courses, enter in the credits at the bottom and click Submit.

NOTE: Please don't add recommended courses to a General Studies requirement unless those courses actually carry that General Studies requirement.

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HIDDEN COURSES

Requirements that need to have hidden courses in the graduation audit can be added while creating a course requirement. For example, you may have MAT 210 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, first add MAT 210 as a course requirement, then click on the link "Add hidden courses":

Add Course Requirement

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

Requirement Type: Single Course

Course: MAT 210 Course Catalog Course not yet approved?

Course Title: Brief Calculus (MA)

Add hidden courses

Units: 3 **Min Grade:** **Critical:** ☐ **Necessary:** ☐

Transfer students must complete at ASU ☐

Notes:

Preview:

MAT 210: Brief Calculus (MA) 3 Credits

Additional fields will appear so you can add the hidden course(s) and their effective date. In this example, MAT 270 will be hidden with the effective date of Fall 2011 with no end date (if there is no end date, enter 99999). Dates in these fields should be in the 5-digit DARS format, not the 4-digit PeopleSoft format.

Requirement Type: Single Course

Course: MAT 210 Course Catalog Course not yet approved?

Course Title: Brief Calculus (MA)

Allow Hidden Course: MAT 270 - ☒

Reject: -

Effective Date: 20117 99999 - (Ex: 20117)

Add hidden courses

Units: 3 **Min Grade:** **Critical:** ☐ **Necessary:** ☐

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

Requirement Type: Single Course

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:** ☐

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 blue H icon to display more detail.

Hidden Courses

MAT 210:
Allow Course: MAT 270
(Effective Date: 20117 - 99999)

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GPA REQUIREMENTS

When a minimum GPA is a true requirement (and not just a note), it should be added to the checksheet and sequenced like a course requirement. Under the appropriate category, click the "Add Requirement" button, then the "GPA" button.
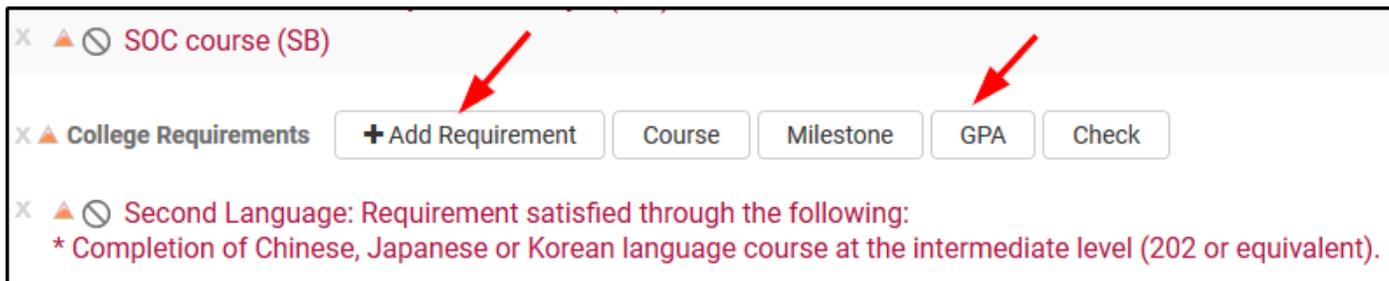
The image below shows the types of GPA requirements you can create. If a major requires a specific GPA, you can add that. The type "Critical tracking requirements" is used when it is required that a student maintain a certain GPA in courses marked as critical. The course requirement option allows you to create a GPA requirement for specific courses or subject areas.

This example uses the ASU cumulative GPA. From the Min GPA drop-down, choose 3.00:

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

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MILESTONES

Milestones can be added requirements, similar to the way in which courses and GPA requirements are added.

Note: Milestones on major maps are not the same as milestones used in prerequisites for the PeopleSoft course catalog and enrollment. Creating a milestone in BAMM doesn't carry over to PeopleSoft – it will only apply to eAdvisor. Creating new milestones in BAMM that don't exist anywhere else (such as in PeopleSoft) will likely result in your major map being returned to you for edits.

Here are two examples of milestones:

- Milestone: Complete online Intent to Progress form (meet with advisor).
- Milestone: Submit Identity Verified Print (IVP) DPS fingerprint clearance card.

To add a milestone, under the appropriate category, click "Add Requirement" and then the "Milestone" button:
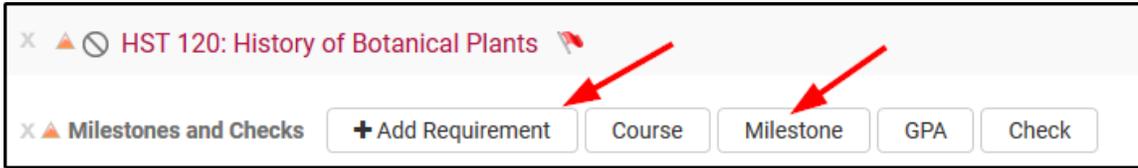
This works very similar to categories. You can select an existing milestone from the drop-down, create a new milestone, or edit an existing milestone. You can also make a milestone critical or necessary.

In this example, select the existing milestone "Complete online Intent to Progress form (meet with advisor)" and mark it critical. Then click the Submit button to add the milestone to your checksheet.

Milestones can also have URLs embedded into them using HTML. The example below shows how to create a new milestone with a link:

When you click Submit, this only adds the milestone to the dropdown menu and not to your checksheet yet. BAMM also adds the milestone to the very bottom of the list, so make sure you scroll all the way down. Once you've selected your milestone, click Submit and it will appear in your checksheet.
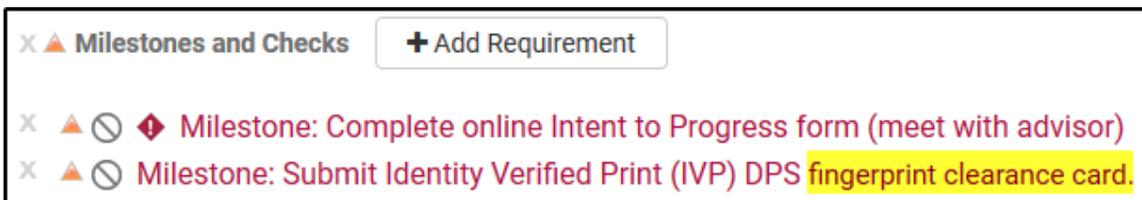
The text "fingerprint clearance card" is now hyperlinked, signified by a slightly different font (highlight added for emphasis).

You can also create more general milestones and then add specific dates or URL's that may change often into the term notes when you're Sequencing your map. (See the Notes section for adding term notes.)

As a final note, remember that 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.

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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.

Under the appropriate category, click on the "Add Requirement" button, then the "Check" button:
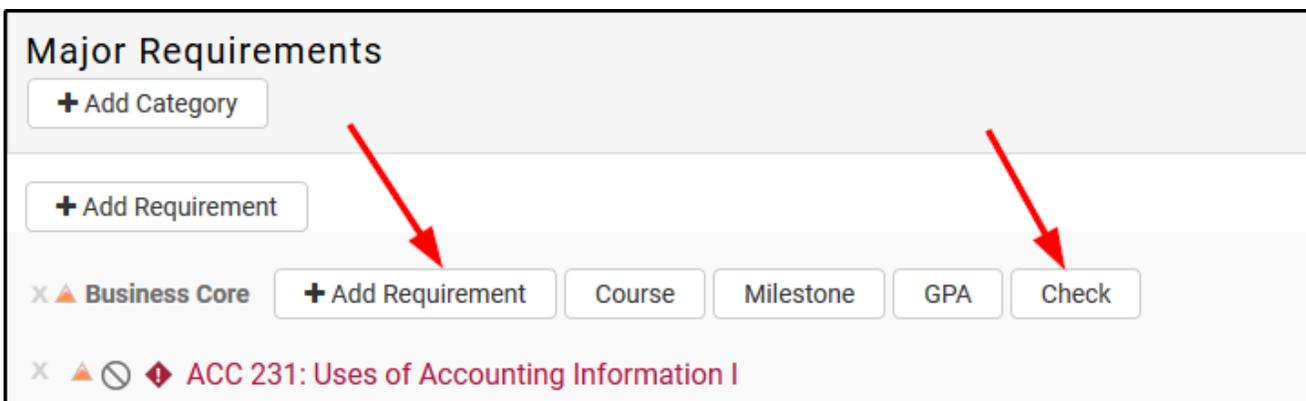
This is similar to entering a GPA requirement. You can choose one of the drop-down options (First-Year Composition, Mathematics, or General Studies) or you can choose Course requirement. If you select course requirement, that will create the "Course" field.

Here you can enter one or more courses. You can even just enter a specific subject if that's what you require. This example shows how to create 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*)

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SEQUENCING REQUIREMENTS

This section covers not only how to sequence requirements, but best practices as well.

When you've finished adding the requirements to the checksheet, you're ready to sequence them, or add them to the terms in the ideal order students should take them.

The sequencing page can be accessed in two different places from the checksheet:

1) The maroon Sequencing tab at the top of the page:

2) Or the link in the bottom right corner:

Once one of those is clicked, you will see two columns. The left column represents the curriculum checksheet (your previous screen), which can't be edited from the Sequencing page. The right column displays Terms 1-8 (or Terms 1A - 10B for online major maps), which will be used to display the major map in Degree Search. If you've been creating a major map from scratch, or have copied an immersion (ground) major map into an online major map template, the terms will be blank.

Notice right above Term 1, the Total Hours field displays with a count of 0. As courses are moved into the terms, this will automatically update with 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's also a field that keeps track of upper-division hours, and this helps ensure that your major map meets the graduation requirement of a minimum of 45 credit hours in upper-division courses.

Sequencing Basics

There are two ways to sequence requirements:

1) Click on a requirement, then drag and drop it to the appropriate term.
2) Double click on a requirement. A pop-up will show you all the terms you can sequence it to. Click on the appropriate term.

In our example, after the Term 2 requirements have been sequenced, here's how they display in the sequencing view:

Term 2   Term Count: 0 - 21   Total Credits: 21 - 22

Add Summer

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

X ▲ ◆ ECN 211: Macroeconomic Principles (SB) OR
ECN 212: Microeconomic Principles (SB)   6 Hr(s) /Grd: C   P

X ▲ ◆ MAT 211: Mathematics for Business Analysis OR
MAT 271: Calculus with Analytic Geometry II (MA)   3-4 Hr(s) /Grd: C   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   6 Hr(s) /Grd: C

X ▲ SOC course (SB)   3 Hr(s)

Change Hours for Requirements Sequenced to More Than One Term

When you sequence First-Year Composition (or any other requirement that will be sequenced to more than one term), it carries over the total credit hours from the checksheet with it (6 hours). You'll need to update the credit hours under the term to reflect the appropriate number of credit hours that are supposed to be in that term. In this case, it needs to be changed from 6 hours to 3 hours.

Type in the gray boxes to replace the credit hours for ECN 211 or ECN 212 and First-Year Composition. Hit tab or click outside the box in order for the Term Total Credits field at the top to update:

Term 2   Term Count: 0 - 15   Total Credits: 15 - 16

Add Summer

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

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

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

"Not Sequenced" Symbol and Credits Countdown

On the left-hand side of the page, the "not sequenced" symbol (circle with a line through it) shows you that a requirement has not fully been sequenced. There is also a credits countdown that shows you how many credits of that requirement remain to be sequenced, shown by the first number. The second number, after the slash, shows you how many total credits this requirement was created for on the checksheet.

In this example, ECN 211 or ECN 212 shows the "not sequenced" symbol and says 3/6 Hr(s). This means 3 out of 6 total hours remain to be sequenced.

The goal is to have the first number in the credit countdown be 0, meaning there is nothing left to sequence. It should display as 0/3 Hrs, or 0/6 Hrs, etc.

If the first number in the countdown is negative, that means you've sequenced the requirement too many times. This commonly happens with Electives and track/group requirements.

In the below example of the Upper Division Electives, the "not sequenced" symbol has disappeared, but the credits countdown for the Upper Division Elective is -3/12 (negative 3 out of 12). That means you've sequenced 3 extra elective credits to the terms. By "extra credits", that means credits that aren't on the checksheet were placed into the terms. The credits on the checksheet need to match the overall credits that are sequenced.

To fix this, either remove 3 hours of Upper Division Electives from the terms, or go to the checksheet and change the total Upper Division Elective hours to 15.

Indicator to Complete More Than One Course in a Term

If a single term holds a requirement that will take more than one course to complete (such as 6 hours of Electives), the hours should be in multiples of 3 whenever possible. You also need to add an indicator to the term. Double click on the requirement in sequencing view, and a small pop up will appear:
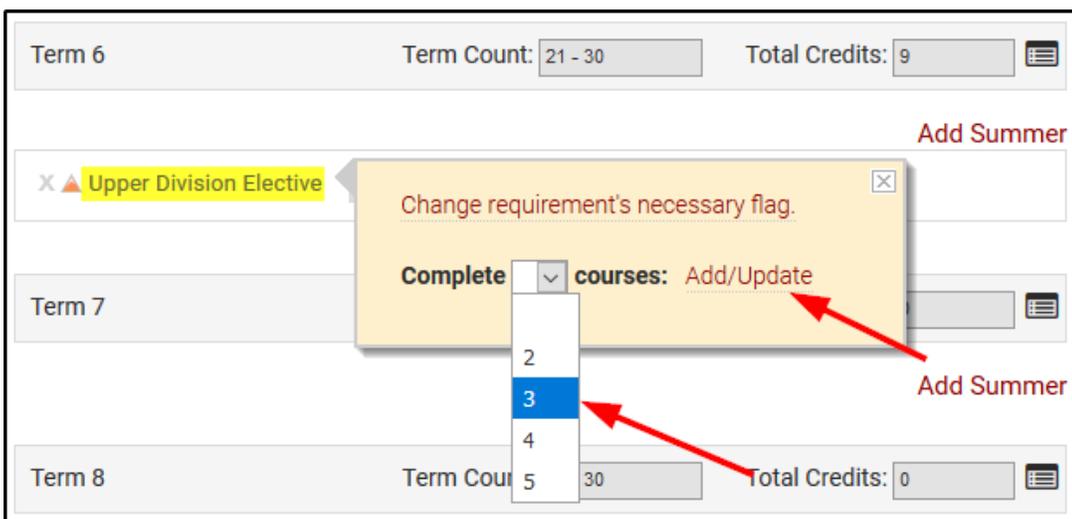
In the drop-down box, choose the number of courses appropriate needed to complete the number of credit hours. If a requirement says 6 hours, it should say, "Complete 2 courses." If a requirement says 9 hours, it should say, "Complete 3 courses". Then click the "Add/Update" link.

The page will refresh and now this term gives students a heads up to complete 3 courses for 9 hours of electives:
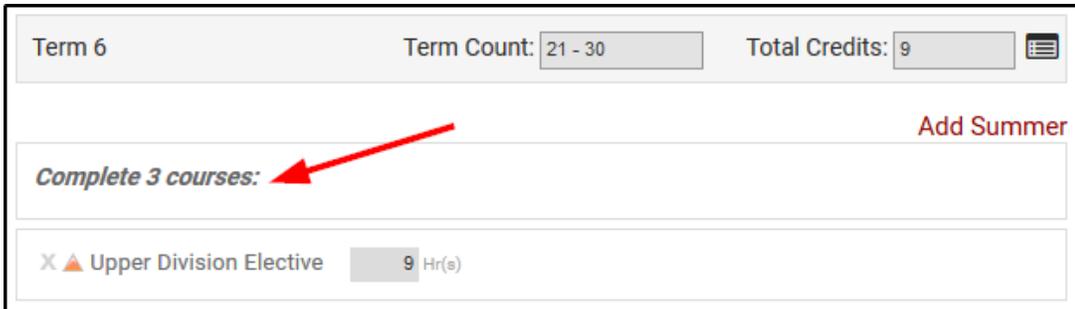
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ORDERING REQUIREMENTS WITHIN TERMS

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

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

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

        a) specific course requirements (including major-specific)

        b) track/group requirements (this also includes Second Language requirements)

        c) General Studies requirements

        d) University electives

    iii. Finally, non-course requirements (GPA checks, completion checks, milestones, etc.) in alphanumeric order with critical or necessary requirements listed first.

Simply drag and drop requirements to re-order them.

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

Add Summer

X ◆ ALA 100: Introduction to Environmental Design (HU & H & G) OR
ALA 102: Landscapes and Sustainability (HU & G) — 3 Hr(s) /Grd: C — P

X ◆ ALA 122: Design Fundamentals II — 3 Hr(s) /Grd: C

X ◆ ALA 124: Design Fundamentals II Lecture — 1 Hr(s) /Grd: C — 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 Social-Behavioral Sciences (SB) AND Cultural Diversity in the U.S. (C) — 3 Hr

X Elective — 3 Hr(s)

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

X Minimum 2.75 GPA ASU Cumulative.

Critical courses listed first in alphanumeric order

Non-critical courses listed next, based on how specific they are, then in alphanumeric order

Non-course requirements listed last, with critical requirements placed first, then non-critical

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NOTES

There are several different types of notes you can add to a major map to provide additional information or clarification to students.

Term Notes

Term Notes will appear in one specific term only, on that major map only. Examples of term notes are things like clarification on requirements, instructions for students to contact their advisor, career notes and links, or anything else the student should be aware of in that specific term.

Career notes are an important addition to major maps in the Term Notes. Please ensure that at least four career notes are present on each major map (ideally at least one note per academic year), spread out through the various terms. The [Career and Major Integration](#) webpage gives further information and instructions, and lists suggested career notes along with their suggested term. You are free to customize these career notes or provide different links if your unit has specialized pages regarding internships, work experience, etc.

Remember that term notes are not enforceable by eAdvisor. Term notes should be clearly worded, and should not actually be a requirement, milestone, completion check, or GPA check.

To add, edit, or delete term notes, click on the notepad icon. This icon is located on the righthand side of each term header bar.
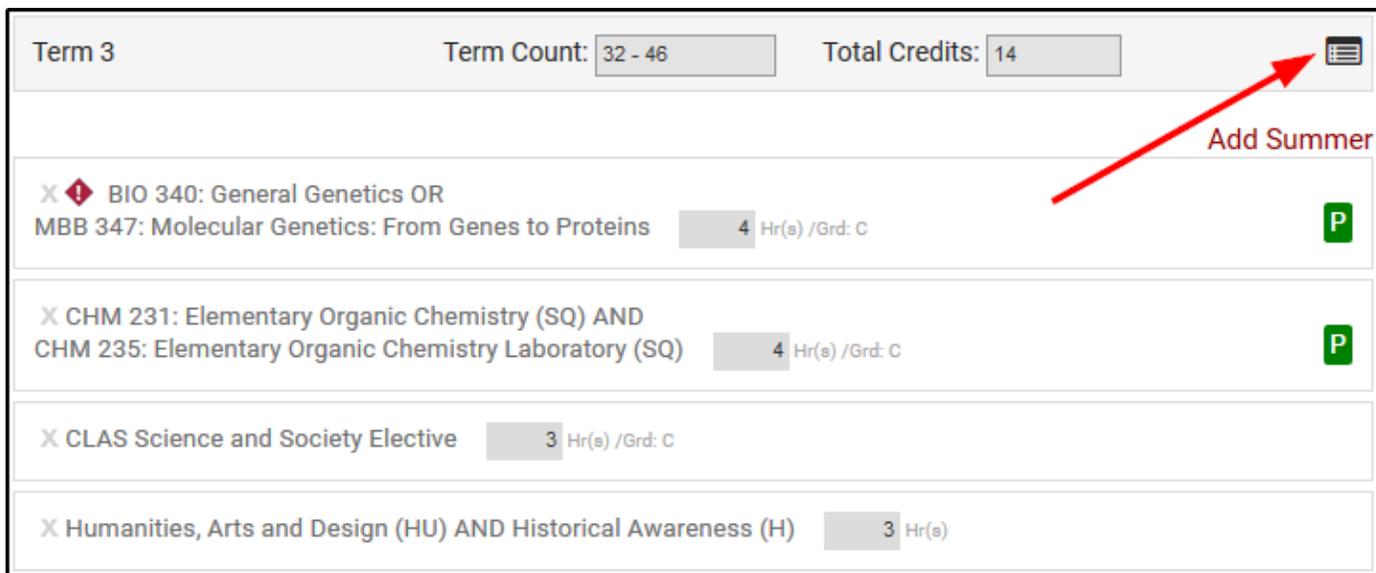
Click on the bullet list icon at the top left to create the first bullet in the text field. Even if there is only one note in a term, please still use bullets to keep a uniform look throughout the terms.
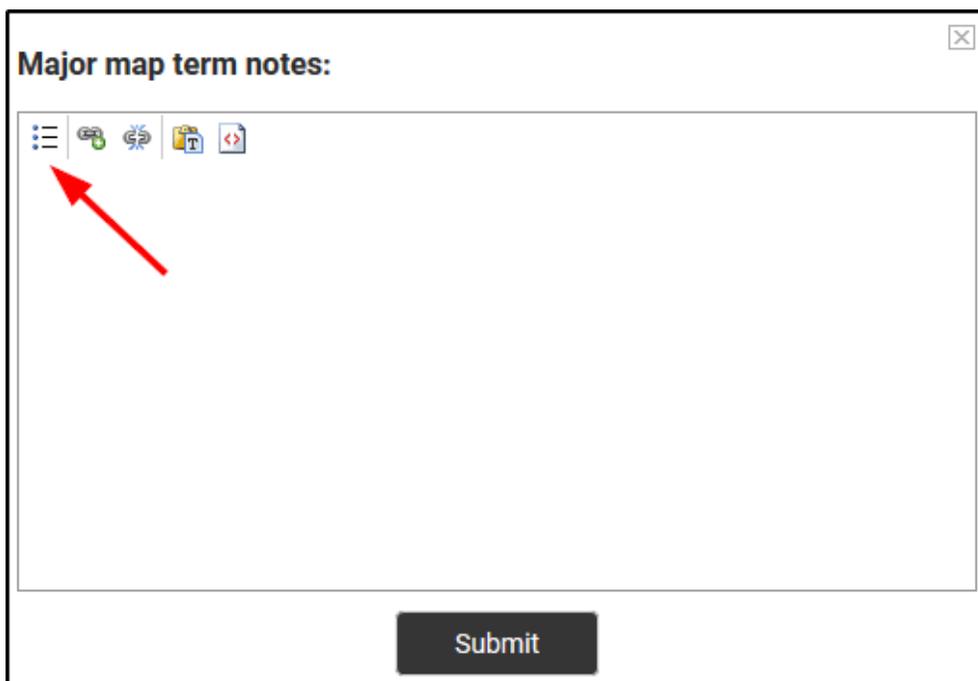
The screenshot below explains the other functions and icons in the Term Notes window:
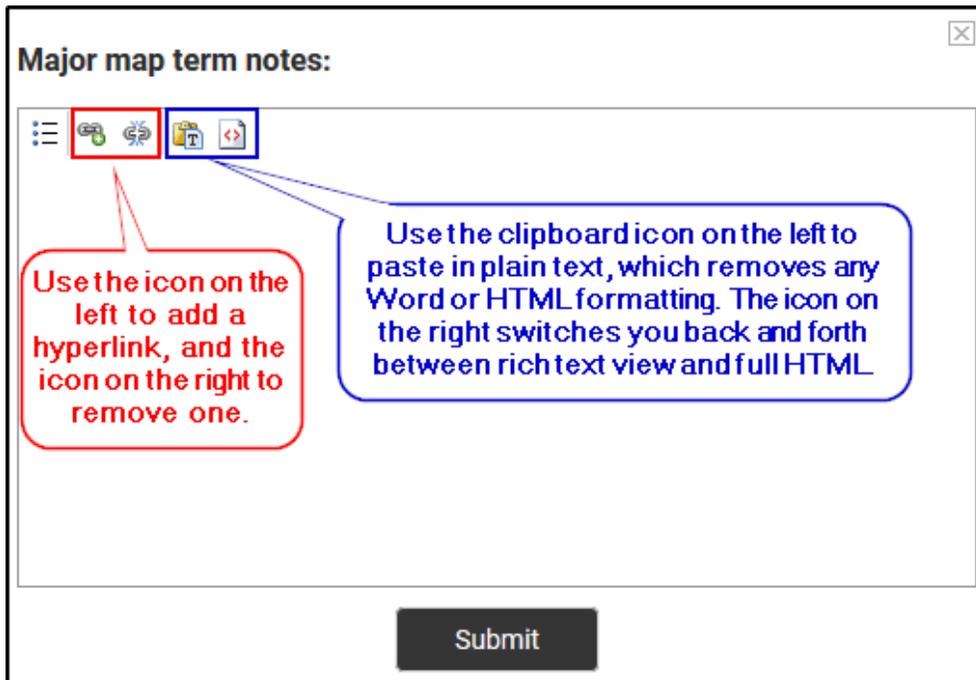
To add a URL, highlight the text that should be hyperlinked, then click the chain icon (shown above in the red box on the left. Paste in the URL and click Submit.

To remove a URL, highlight the text and click the icon of the chain breaking (shown above in the red box, on the right).
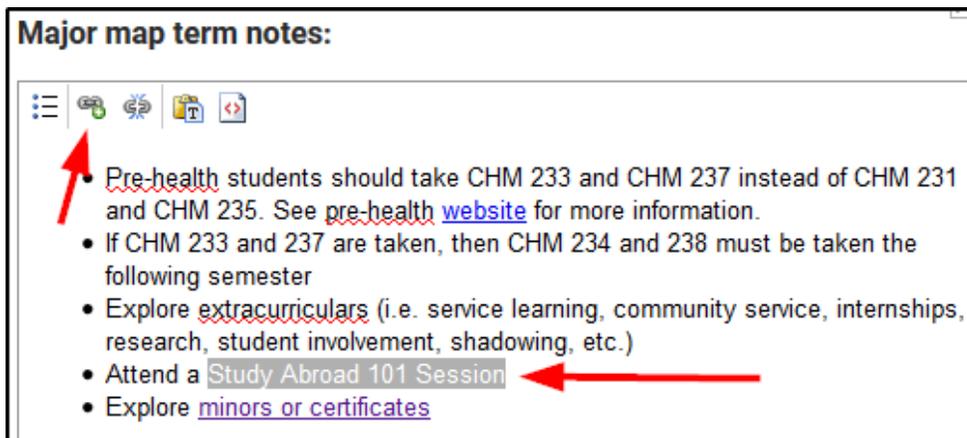
Continue to add any notes that are relevant to this term and click the black Submit button to save them. In this example, various information and links are provided for students.

Track/Group, Major, Department, and College Level Notes

In the black navigation bar at the top of BAMM is a link to a Notes page where you can add different kinds of notes to a map. Each type of note is contained within a collapsible/expandable "drawer". Click on a maroon bar to expand or collapse a section.

College Level Notes: Restricted to those with that specific College role, or the Provost role. Notes added here will display on *all major maps within that college*. The notes are positioned at the bottom of the map below track/groups and above the University Requirements Legend.

Click on the maroon bar for College Level Notes. Select your college and enter the appropriate notes, then click Submit. After you refresh the map, the notes will appear.

Department Level Notes: Restricted to those with that specific Department role, the College, or the Provost role. Notes added here will display on all major maps within that specific department. They will display in the same area as college-level notes.

Select your college, the appropriate department, and enter your notes. Click Submit and refresh the map to see your notes.

Major Level Notes: Restricted to users that have the ability to edit that specific major map. Notes here will display at the bottom of the map above the University Requirements Legend, but will only display on that specific major map.

Major Level Notes

Major level notes display on the bottom of each map.

Major: Community Advocacy and Social Policy (BA) (PPCASPBA)

Major Map Notes:
- Major Level Note

Transfer Map Notes:

Submit

Here is how College, Department, and Major Level Notes appear on a map. They also state the user who last edited the note and the timestamp they did so. The ASUrite and timestamp of the last edit do **not** appear in Degree Search or anywhere to students.

Major Track/Group Notes: Restricted to users that have the ability to edit that specific major map. Notes at this level will display above the track/group lists. These notes should be used for specific directions and clarifications regarding track/groups or specific course lists such as The College's Science and Society requirement.

If track/groups don't exist, you can still add notes here if the placement makes sense. They will display in a separate section above the other types of notes.

Major Track/Group Notes

Track/group level notes display with the track/group area.

Major: Actuarial Science (BS) (LAACTBS)

Major Map Notes:

All students pursuing a B.S. or B.S.P. degree in the College of Liberal Arts and Sciences must complete two courses from the Science and Society list found at https://clas.asu.edu/resources/science-society. At least one of the two courses must be upper division. Students must earn a C or better in the courses, and no more than one of the two can also be used to simultaneously fill a requirement of the major, minor or related area. Science and Society courses cannot also be used to fill the general studies HU, SB, SQ or SG

Submit

Track/Group Notes

- **MM** All students pursuing a B.S. or B.S.P. degree in the College of Liberal Arts and Sciences must complete two courses from the Science and Society list found at https://clas.asu.edu/resources/science-society. At least one of the two courses must be upper division. Students must earn a C or better in the courses, and no more than one of the two can also be used to simultaneously fill a requirement of the major, minor or related area. Science and Society courses cannot also be used to fill the general studies HU, SB, SQ or SG requirements. The object of the degree is to prepare students to sit for exams to gain certification as an actuary. One of the optional certifications that individuals may pursue is completion of the VEE requirements from the Society of Actuaries or the Casualty Actuarial Society. This certification requires additional experience not covered in the maximum credits allowed for the degree. However, students may decide to include these additional courses in their 12 hours of elective credit. ASU courses that meet VEE requirements include:
  - STP 427 - requirement for Mathematical Statistics (Prerequisite(s): ACT 415 or STP 421 with C or better; STP 281 or 420 with C or better
  - ECN 211 and ECN 212 - sequence requirement for Economics
  - FIN 300 - requirement for Fundamentals of Finance (Prerequisite(s) with C or better: ACC 231, 232 or 261; ECN 212; ECN 221, ECN 231, IEE 380 or STP 280; MAT 211, 266 or 271; Non-Business min. 2.5 GPA and min. 56 hours; Pre- or corequisite: ACC 241, 242 or 271; Credit for only FIN 300, 302 or 303)

  (by jwdavis6 on 10/12/18 at 9:17 AM)

  College-level, department-level, and major map level notes display below track/group notes

Notes

- **MM** Please keep in mind that the applicability of a specific transfer course toward an ASU degree program depends on the requirements of the department, division, college or school in which you are enrolled at ASU. Transfer agreements that guarantee the completion of university level requirements do not necessarily meet college and major requirements. Please consult with an advisor for more information. (by leleo on 02/25/14 at 5:12 PM)

Transfer Map Notes: The purple "MM" icon seen on these notes indicates that this is a major map note. There is an orange "TM" icon to indicate notes that will show on Transfer Maps.

Notes

- **MM**
  - College-level note
  (by arandal5 on 09/06/19 at 9:20 AM)
- **MM**
  - Department-level note
  (by arandal5 on 09/06/19 at 9:28 AM)
- **TM**
  - Transfer Map Major Level Note
  (by arandal5 on 09/06/19 at 10:00 AM)
- **MM**
  - Major Level Note
  (by arandal5 on 09/06/19 at 10:00 AM)

Transfer Map Notes are *rarely used.* They should only be added if a special direction or clarification applies to *ALL* transfer students, regardless of the type of institution they're transferring from.

For example, it would not be appropriate to add a transfer map note that applies only to students transferring from community colleges.

It is also not appropriate to duplicate existing notes on the major map (term notes, track/group notes, etc.) into the Transfer Map Notes field. All of the notes displaying on the major map are already visible to all students, both current and prospective.

Here are two examples of appropriate transfer map notes:

- Demonstrated language proficiency at or above the 202 level is required for enrollment in upper-division language courses.
- Acceptance into the School of Music is contingent upon a successful audition the semester before transferring to ASU. Please refer to the following website for application and audition deadlines: http://music.asu.edu/admissions/

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TRACKING MAJOR MAP CHANGES

BAMM can quickly show you how a major map has been changed. 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 (triangle) will display at the beginning of the requirement. In this example, ACC 231 has been moved from Term 3 to Term 2:

When you click on the delta, it displays the original requirement at the bottom, what the change was, who made the change, and when it was made:
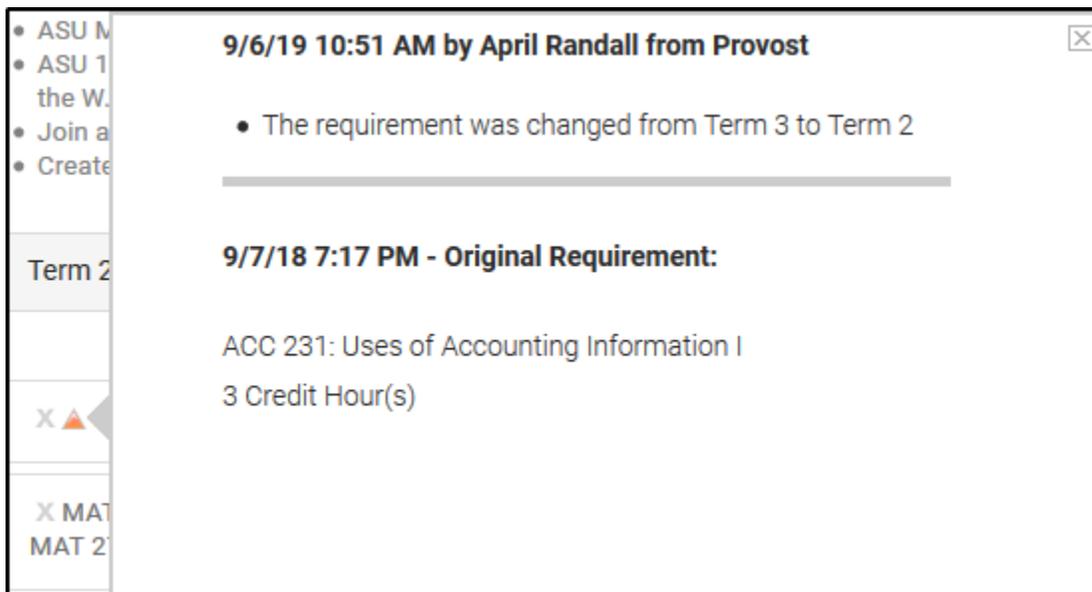
COMPARING PREVIOUS YEAR'S MAPS

In the bottom right corner of the major map, there is a link that allows you to see the major map terms side by side with the previous year's major map. This helpful for reviewing or comparing large-scale changes all at once.
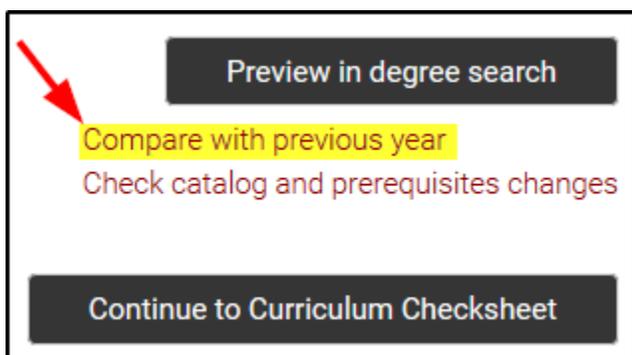
This an example of what the comparison looks like:

2018 - 2019 Comparison for Accountancy (BS)

W. P. Carey School of Business

BAACCBS

Hide Changes

2018 Sequencing view

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

◆ ACC 101: Accountancy LEAP Program — 1 Hr(s)

CIS 105: Computer Applications and Information Technology (CS) — 3 Hr(s) /Grd: C

MAT 210: Brief Calculus (MA) — 3 Hr(s) /Grd: C [H]

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 OR PSY course (SB) — 3 Hr(s)

Humanities, Arts and Design (HU) AND Historical Awareness (H) — 3 Hr(s)

◆ Minimum 2.00 GPA ASU Cumulative.

- An SAT, ACT, Accuplacer, IELTS or TOEFL score determines placement into first-year composition courses
- Mathematics Placement Assessment score determines placement in mathematics course
- ASU 101 or college-specific equivalent First-Year Seminar required of all freshman students. ACC 101 is the W. P. Carey School course that meets this requirement
- Join a student club or organization
- Organize and track your activities, events, and experiences with WPC 360
- Create your first college resume

2019 Sequencing view

| Term 1 | Term Count: 0 - 14 | Total Credits: 14 |

CIS 105: Computer Applications and Information Technology (CS) — 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

▲ MAT 210: Brief Calculus (MA) — 2 Hr(s) /Grd: C [H]

SOC OR PSY course (SB) — 3 Hr(s)

Humanities, Arts and Design (HU) AND Historical Awareness (H) — 3 Hr(s)

◆ Minimum 2.00 GPA ASU Cumulative.

- An SAT, ACT, Accuplacer, IELTS, or TOEFL score determines placement into first-year composition courses
- Mathematics Placement Assessment score determines placement in mathematics course
- ASU 101 or college-specific equivalent First-Year Seminar required of all freshman students. ACC 101 is the W. P. Carey School course that meets this requirement
- Join a student club or organization
- Create your first college resume

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CHECKING ENROLLMENT REQUIREMENTS

When you sequence a course that has enrollment requirements, hit refresh. If a course has enrollment requirements or an iCourse/oCourse attribute (or both), a green icon with the letter "P" should appear to the right of the requirement:

X ☆ Upper Division Advanced Skills Course — 3 Hr(s) /Grd: C

X JMC 474: Advanced Issues in 21st-Century Sports and Media — 3 Hr(s) /Grd: C [P] ⬅

X JMC 484: Internship — 3 Hr(s) /Grd: Y [P]

Please make sure that the enrollment requirements are met on your major map before submitting it. BAMM will check the enrollment requirements for the upcoming fall term. For example, if you are working on a major map for 2021-2022, the enrollment requirements pulled in will align with what is present in the catalog effective Fall 2021.

Click on the icon to show the enrollment requirement details. If the prerequisites for a requirement are met, the course prefix and number will display as green.

This "P" icon will display if the course has one or more of the following:

- a prerequisite (displays as PRE 1) is a course that needs to be taken in a previous term
- a corequisite (displays as CO 1) is a course that needs to be taken in the same term
- a pre/corequisite (also displays as CO 1) is a course that needs to be taken either in a previous term or in the same term
- an antirequisite (displays as PRE 0) is a course that cannot be taken if you already have credit in an equivalent course, or in its crosslisting.

The prerequisite icon will also display for courses that have one or more of the following:

- a major as a prerequisite (e.g. Construction Management BS or Construction Engineering BSE major)
- a minimum GPA prerequisite (e.g. minimum 2.25 GPA)
- a minimum standing prerequisite (e.g. minimum junior standing)
- an iCourse or oCourse attribute

You will have to read the enrollment requirement text (see highlighting below) 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.

Prerequisites

COM 207:
Prerequisite(s): COM 100 with C or better; minimum 2.00 GPA

OR
AND PRE COM 100

Flags:
COM 207: ICOURSE OCOURSE

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 a first-year student would not have enough earned hours to register.

Prerequisites

CRJ 305:
Prerequisite(s): CRJ 100 with C or better; CRJ 201 with C or better; junior or senior standing
PRE 1 of (CRJ 100)
OR PRE (1 of (JUS 100))
OR 1 of (JUS 105)
OR PRE 1 of (JUS 305)
AND PRE (1 of (CRJ 294, CRJ 201)
AND

Check to make sure that all prerequisites are met and make note of any that are not met. Ensure that prerequisites are **not** optional courses in earlier terms, but rather required courses.

For example: In the below screenshot, ACO 102 in Term 2A requires ACO 101 as a prerequisite. In the previous term, ACO 100 is OR'd with ACO 101. ACO 100 and ACO 101 are on the checksheet for a total of 3 hours, meaning the student only has to take one of those courses to fulfill that requirement. This means the student may not choose to take ACO 101, and therefore might not have the prerequisite to get into ACO 102 in their next term.

On the other hand, if ACO 102's prerequisites allowed for either ACO 100 or ACO 101, then the requirement in the previous term would be fine.

There are four options when enrollment requirements are not met:

1. Re-sequence the courses on the major map
2. Add the missing prerequisite(s) to the major map in an earlier term (or make it required)
3. Remove the course from the major map
4. Modify the prerequisites for the course via a Modify Course Form in Curriculum ChangeMaker (see the Curricular Deadlines document)

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CHECK CATALOG AND PREREQUISITE CHANGES

Another link at the bottom of the map runs a report regarding any courses that have changed titles, subject, number, General Studies designations, or enrollment requirements.

Catalog Changes

The top portion of the report shows you catalog changes for any and all courses on a major map, if the changes are in Subject, Number, Title, or General Studies. This allows you to quickly identify updates needed on a map. In the example below, all you need to do is update CHS 100 to pull in the new course title.

Courses with changes						
Course	**Number**	**Original Title**		**Original GS**	**New Title**	**New GS**
CHS	100	Designing Your Well-Being		SB	Optimizing Your Health and Performance	SB

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

To edit or update a course, go to the Checksheet page by clicking on the maroon Checksheet tab at the top of the map.

The College of Liberal Arts and Sciences > LACOMBS

Checksheet   Sequencing

2019 Sequencing View for 🔒
Communication (BS)

The College of Liberal Arts and Sciences | LACOMBS

Unlock Map   Preview in degree search

Check catalog and prerequisites changes

Click on the requirement and when the pop-up appears, click edit:

X ⚠ CHS 100: Designing Your Well-B
CHS 300: The Science of Well-Being

Requirement Options ☒
📝 Edit
✕ Delete

Change Order of Requirements

X Prerequisites   ➕ Add Requirement

X BIO 201: Human Anatomy and Phys
X BIO 202: Human Anatomy and Physiology II (SG)

When the course requirement window pops up, clear out the course number from its field by selecting it and deleting. (If the subject code is what changed, clear out both the subject and the number.)

Type in the course number, then either hit tab or click somewhere else in the window. BAMM will then recognize you're done entering the course number and pull in the updated course information. Click Submit to save your updates.

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

In this example, Art & Television is no longer an available topic under ARS 394. When a topic is no longer available, this may mean that the course has received a permanent number, or the topic may have been deleted. It'ss recommended to consult both PeopleSoft and Curriculum ChangeMaker 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." Again, it's important to check in PeopleSoft and Curriculum ChangeMaker. In some situations, the course may have just changed subjects 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

Prerequisite Changes

The bottom section of the report displays changes to course enrollment requirements between the current catalog and the upcoming catalog year:

Prerequisites with changes

Course	Number	Term(s)	Original Prerequisites	New Prerequisites
ACC	444	Term 7	ACC 444: Prerequisite(s) with C or better: Accountancy BS major; ACC 241, 242, or 271; ECN 221 or 231 OR Computer Information Systems major; ACC 241, 242, or 271; CIS 235 or 236; ECN 221 or 231; Credit is allowed for only ACC 444 or ACO 401 or CIS 401 PRE 1 of (ACC 241, ACC 271, ACC 242) AND 1 of (ECN 231, ECN 221) OR PRE 1 of (ACC 241, ACC 271, ACC 242) AND 1 of (CIS 235, CIS 236) AND 1 of (ECN 231, ECN 221) AND PRE 0 of (ACO 401) AND 0 of (CIS 401)	ACC 444: Prerequisite(s) with C or better: Accountancy BS major; ACC 241, 242, or 271; CIS 360; ECN 221 or 231 OR Computer Information Systems major; ACC 241, 242, or 271; CIS 235 or 236; ECN 221 or 231 PRE 1 of (ACC 241, ACC 271, ACC 242) AND 1 of (ECN 231, ECN 221) AND 1 of (CIS 360) OR PRE 1 of (ACC 241, ACC 271, ACC 242) AND 1 of (CIS 235, CIS 236) AND 1 of (ECN 231, ECN 221)

If a course's enrollment requirements have changed, its prerequisites may no longer be met on the major map. This report can bring these potential concerns to light so that units can be proactive in resolving any enrollment requirement issues. It is still recommended 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 Modify Course Form in Curriculum ChangeMaker (please see the Curricular Deadlines document)

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Other Major Map Requirements and Guidelines

- The philosophy behind the major map is to create the **ideal** path to graduation for an incoming first-year student.
- **First-Year Student Courses:** Identify courses in which first-year students are not being successful and remove them from initial semesters.
- **Check validation on checksheet:** The curriculum checksheet should have the same categories and courses as the graduation audit, and should only include requirements that are present in the terms. Review the curriculum checksheet to make sure it says "Map is valid" in the green bar at the bottom:

Map is valid

If your map does not validate, you'll see the validation errors in red. Below is an example of several common validation errors. Make the necessary adjustments so that both the checksheet and sequencing pages are validated.

Validation
- Mathematical Studies (MA) total hours should be at least 3 (current 0)
- Total hours should be 120 (current 119)
- The map does not contain a necessary requirement in term 8. Necessary requirements are key for timely completion of the degree.

- **Clean up checksheet:** If a requirement is not fully sequenced or is over-sequenced, the "not sequenced" symbol and credits countdown help you identify what needs to be corrected so that the checksheet and the terms match. Your checksheet must reflect the current requirements, as this affects transfer maps and graduation audits. See the Sequencing section for more information.
- **Preview the major map in Degree Search:** This is what students will see when they view the major map in Degree Search. Hover your mouse over each course.
  - This 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.
  - It also allows you to verify that the correct number of credit hours are listed in the term (see screenshot below).

- **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 black.
    - If a track/group requirement is unlinked, go to the curriculum checksheet and click edit, then ensure the box "Link to track group" is checked.

- **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 courses requirement was critical in terms 1 and 2, then the completion check should *not* be critical. If the ENG courses requirement was not critical, then the completion check must be critical.
    - Term 3 may also have the "Complete First-Year Composition" check, but this is not required.

- **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.

- **Include C, G, and H completion check:** Term 6 (Term 6B) for Online) should have a necessary completion check for the General Studies awareness areas (Cultural, Global, and Historical). This should be built as a single check with multiple requirements.

> X ⭐ Complete Cultural Diversity in the U.S. (C) AND Global Awareness (G) AND Historical Awareness (H) course(s).

- **Standard notes in term 1:**
    - An SAT, ACT, Accuplacer, IELTS or TOEFL score determines placement into first-year composition courses
    - Mathematics Placement Assessment score determines placement in mathematics course
    - ASU 101 or college-specific equivalent First-Year Seminar required of all first-year students
- **Career notes:** As appropriate to the sequence and requirements of your degrees, please add at least one career note per academic year in the terms. See https://catalog.asu.edu/career_integration for more information.
- **Internship option:** If your degree doesn't already include an internship, we recommend that you "OR" an internship with a university elective somewhere in Terms 5-8.
- **No omnibus numbers in major maps:** No omnibus numbered courses (194, 294, 394, 494) with specific topic titles should be required in the terms. To include an omnibus topic in a future year, it needs to be submitted for a permanent number in Curriculum ChangeMaker before the deadline (see the Curricular Deadlines document). Omnibus topics may be included in track/groups so long as they are options and not specifically required.
- **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.
- **Check that courses have the right number of hours:** The hours should be in multiples of 3 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".

To change the text above the requirement, within the term, double 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.
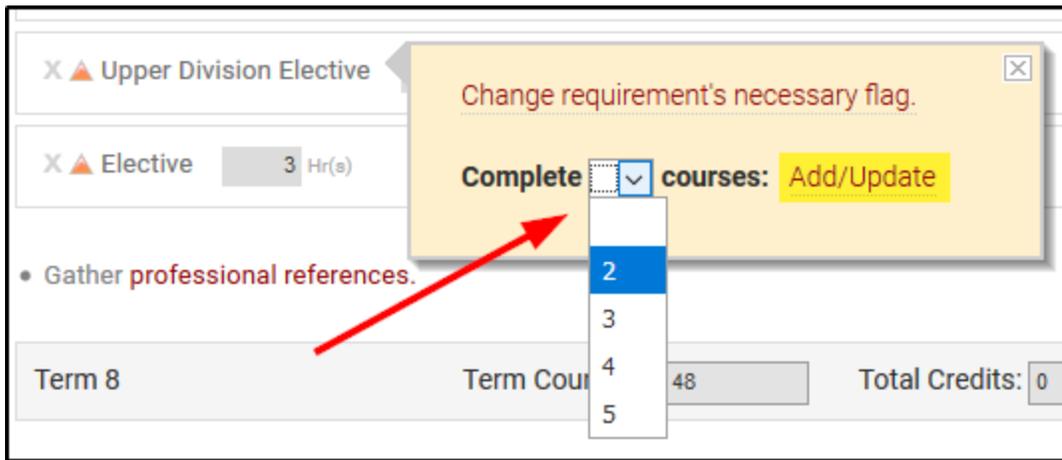
- **Align major map to graduation audit:** Please check that the courses and requirements in the terms truly reflect the requirements of your degree. The major map is a contract with the student, and as such, the major map **must** match the graduation audit. This especially is crucial with respect to the eAdvisor Tracking Tool and transfer maps.
    - o Remember that if there is an Online version of a degree program, the same graduation audit is used for the students. Any specific requirements on an immersion major map must also be specific requirements on an Online major map.
    - o All courses on Online maps *must* have the oCourse attribute, including courses in track/groups.
    - o Online map track/groups lists may be a subset of options from the immersion map in order to list only the oCourses.

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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 as you go along:

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 the major's lowest required math course that students may place into via the Mathematics Placement Assessment.

    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, they won't show up as "off-track" until the end of term 4.

Term 3 41 - 57 Credit Hours Critical course signified by ◆   **Hours**

◆ ECN 211: Macroeconomic Principles (SB) OR
  ECN 212: Microeconomic Principles (SB)   3

◆ ECN 221: Business Statistics (CS)   3

◆ COM 250: Introduction to Organizational Communication (SB)   3

  ACC 242: Managerial Accounting I   3

  CHM 238: General Organic Chemistry Laboratory II   1

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

◆ Minimum 2.00 GPA ASU Cumulative.

  Complete Mathematics (MA) requirement.

                                                                        Term hours subtotal: 17

Term 4 58 - 73 Credit Hours Critical course signified by ◆   **Hours**

◆ ACC 340: External Reporting I   3

  COM 225: Public Speaking (L) OR
  COM 259: Communication in Business and the Professions   3

  FIN 300: Fundamentals of Finance   3

  WPC 301: Business Forum   1

  PSY course (SB)   3

  Elective   3

◆ Complete ACC 242 course(s).

◆ Minimum 2.00 GPA ASU Cumulative.

                                                                        Term hours subtotal: 16

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 coursework is predominantly HU, indicate that the student will need an 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."	To help ensure that a student earns enough hours of both designations, especially when this requirement repeats in more than two terms.
Splitting apart Upper Division HU OR Upper Division SB	Keep Upper Division HU OR Upper Division SB together. Only split them apart if you prefer one to taken in a particular term.	In Udirect there is a prebuilt UD HU or SB requirement. If they are split, we have to encode a special requirement.

A list of courses OR'd with a General Studies course	Build 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, build the requirement as a generic SB and add them as true [recommended courses](). ~~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 can also cause issues with enrollment predictions.
An elective paired with a General Studies or course requirement. (Ex. Elective OR Literacy, Elective OR PSY 101)	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 eAdvisor Tracking Tool cannot accurately check for both of these at the same time. The exception to this is "Elective OR XXX 484 Internship". This is used for our international students and CPT to have an internship included on the PDF major map when one is not required in the major. The internship course is not added to the My Major Map.
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 total hours of HU/SB.	Including superfluous generic HU or SB requirements on a major map leaves blanks on the eAdvisor Tracking Tool, as the audit is only looking for 15 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. 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 as much as possible.

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.	Encoders cannot drag the same requirement into a term more than once in eAdvisor, 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 MAE 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).

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SUBMITTING COMPLETED MAJOR MAPS

If a major map needs to be returned to the previous workflow level for any edits, you can do so by going to the bottom left of the screen. A black button will be labeled with "Return to Department", "Return to College", etc. as appropriate. If the major map is valid and has passed your review, it will indicate so in green bar at the bottom of the map.
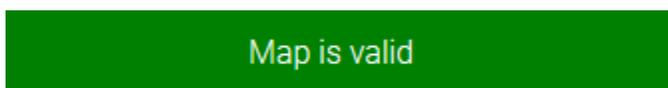
Now it can be submitted to the next review stage. At the bottom right of the screen, there's a button to submit the major map to the next review level.
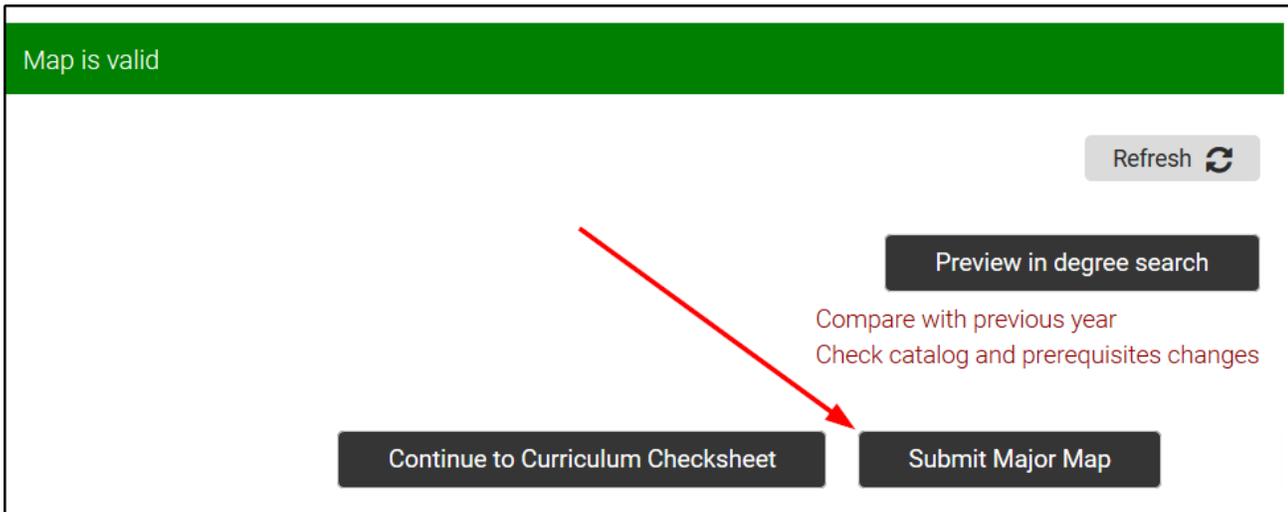
When you click on "Submit Major Map", a pop-up window will appear where you should include any comments/communication notes or items you updated. You also need to check the box verifying that you've made all known catalog changes and updated those courses. Enter any comments/communication notes that are needed and click Submit.
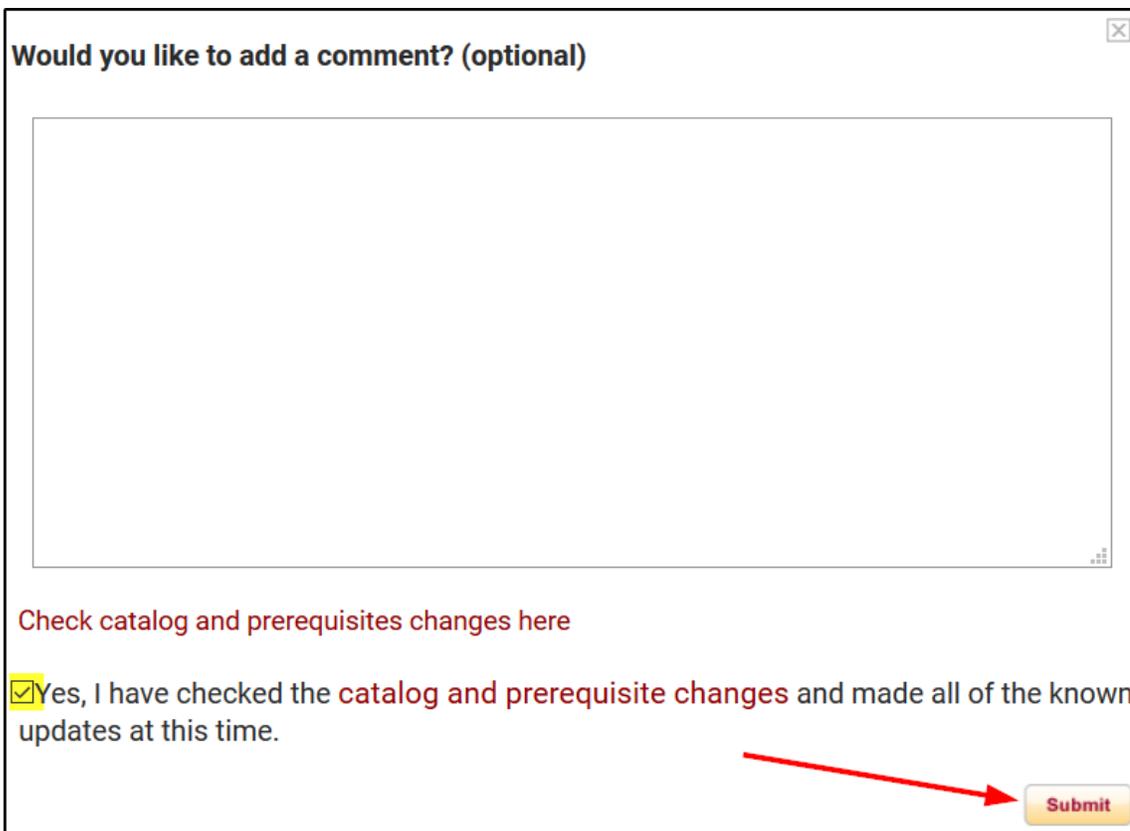
The department level will submit to the college level for review, and the college level will submit their approved review to the Office of the University Provost. Once approved by the Provost's Office, the map will be submitted to the DARS team before being marked as Completed.

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MINORS AND CERTIFICATES

Overview

The biggest difference between major maps and minors/certificates is that there's no sequencing for minors/certificates. The curriculum checksheet itself populates the information in Degree Search. Minors and certificates also use categories to validate that the minimum number of hours and grade requirements are present. Otherwise, the functionality remains the same with just a few business practice differences.

Minors and certificates are found with their own expandable/collapsible "drawer" on your college's page in BAMM. In order to make edits, they also have to be locked by a specific user working on them, to ensure no one else can be making changes at the same time.

The checksheet for minors/certificates is divided up into three main sections: Program Requirements, Course Requirements, and Additional Requirements. Note that things like marketing text, a full program description, and enrollment requirements are not housed in BAMM, but on the catalog page. The "Preview in Degree Search" button will only show you how the BAMM portions will display in Degree Search.

Program Requirements

This section is typically a note that briefly describes the overall requirements of the minor/certificate, such as how many hours students need to complete and if there is a minimum grade requirement involved. If any edits are necessary, left-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.

If you would like to add a new note, click the "Notes" button under this section to add the appropriate information.

Course Requirements

The next section of your minor/certificate checksheet is a list of the required courses or electives that need to be taken. The "Add Category" button is how you add and edit your categories.

Adding/Editing Categories

1. Click the "Add Category" button under Course Requirements.
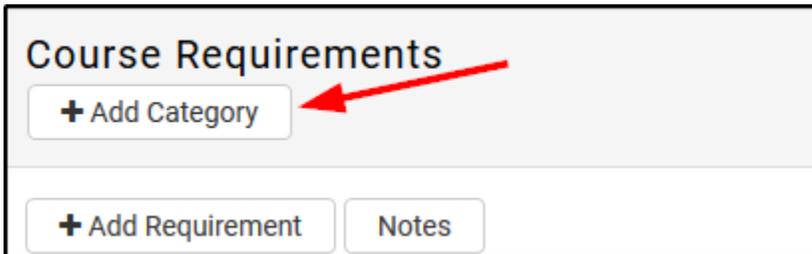
2. Click on "Create a new Category" and the pop up window will expand.
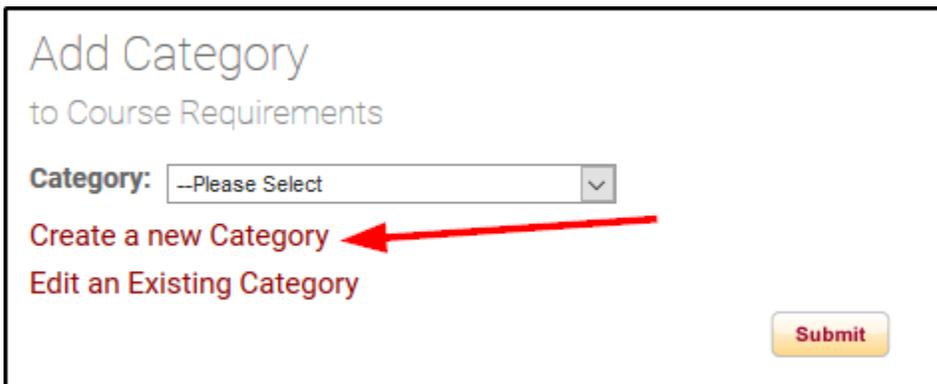
3. In the "New Category" box, enter the category title only. Please do not use colons. If you have a list of many course choices, you may include text in parentheses such as: "Energy Electives (choose two)"

4. In the "Credit hours – Minors/Certs only" text box, enter the total credit hours students need to take underneath this category.

    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 being used as a "section header" that will encompass choices from many categories, you can enter "0" in the credit hours field and the "0 credit hours" won't appear on Degree Search.

5. Click Submit.

6. A message briefly appears that indicates the category was added to the list. Now choose the new category from the dropdown box and click Submit.
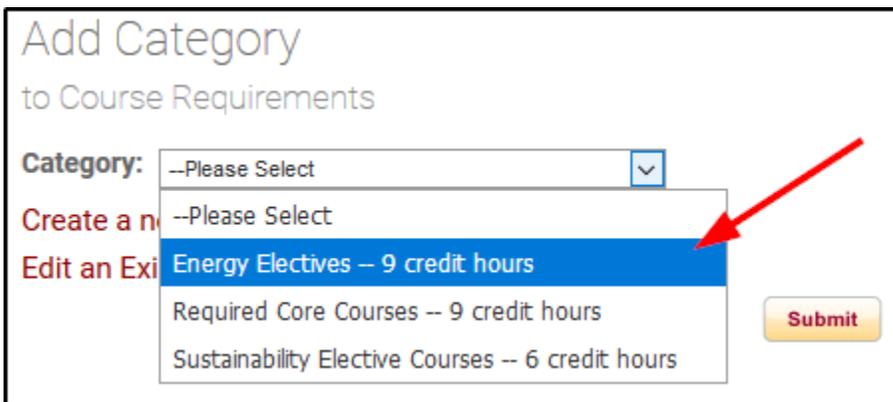
Your new category will appear in the checksheet. You can drag and drop your categories to re-arrange them anytime. Dragging a category will also drag all the courses underneath it.

You can edit the name or credit hours of existing categories anytime.

1. To edit the category, click the "Add Category" button.
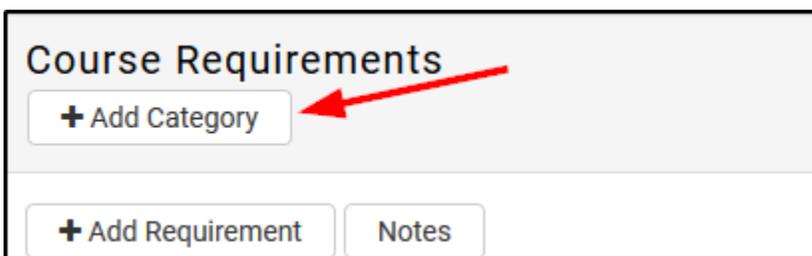
2. In the pop-up window, choose the category you want to edit in the dropdown box.

3. Click on "Edit an Existing Category".
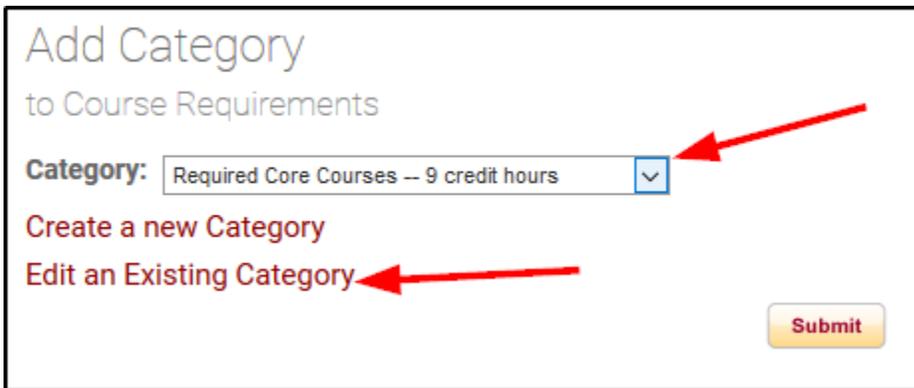
4. You can edit the category name, or the credit hours required underneath it, or both. Click Submit and the page will refresh with your new category information.

Adding/Editing Requirements

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. Under the appropriate category, click the "Add Requirement" button, then the "Course" button.

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

3. Click Submit.

4. Repeat steps 1-3 for all courses.

Please be sure to order your requirements alphanumerically within each category. BAMM allows you to drag and drop requirements to a different order within a category, or even to a different category if needed. You can also drag and drop entire categories if you want to re-order them. Dragging a category to re-order it will include all of the requirements underneath it.

Remember to include a minimum C grade on courses that require it. Also, 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 subject, new number, new General Studies designation, inactivated course, etc.), please edit that requirement accordingly. See the full section on the catalog changes report for more information.

Additional Requirements

The last section on minors and certificates is for "Additional Requirements". Using this section is completely optional. It already includes a default, required note to students that additional prerequisites may be required in order to enroll in courses for the minor/certificate.

Appropriate notes in this area might be suggestions for language proficiency or study abroad recommendations.

Tips and Final Submission

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

- Do not use colons in your category names.
- If you delete a category that has requirements underneath it, all the requirements will also be deleted.
- You can drag and drop requirements, or even entire categories to re-order them.
- Make sure all the courses are in alphanumeric order within each category.
- Check the bottom of the screen to check your program map validation. If your minor/certificate is not validated, the errors will appear in red:

Validation
- Total hours should be at least 15 (current 9)
- Upper division hours should be at least 9 (current 6)

Once you have corrected the errors and the map is valid, the validation message will change to green:

Map is valid

At the bottom right of the screen, there's a button to submit the major map to the next review level.

Map is valid

Refresh ⟳

Preview in degree search

Compare with previous year
Check catalog and prerequisites changes

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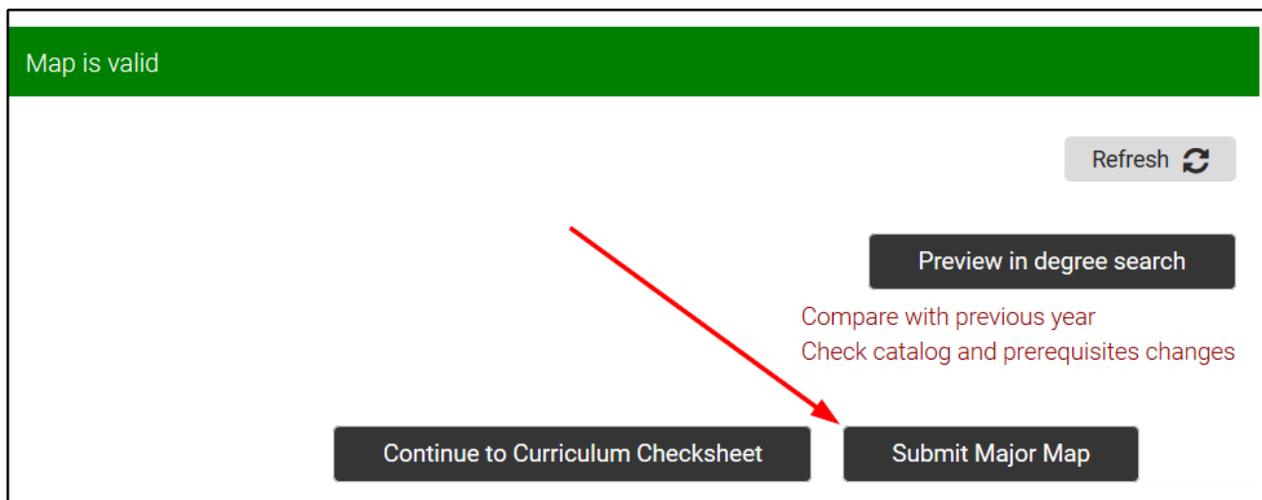
When you click on "Submit Major Map", a pop-up window will appear where you should include any comments/communication notes or items you updated. You also need to check the box verifying that you've made all known course catalog changes. Once you check the box, you may submit your map to the next review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

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. Once approved by the Provost's Office, the map will be submitted to the DARS team before being marked as Completed.

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