



Build A Major Map Training Manual

Updated for fall 2019

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CONTACTS AND RESOURCES

- Email majormaps@asu.edu with questions
- [My ASU](#) > Service Tab > Service Catalog > search for "BAMM"
- catalog.asu.edu/BAMM

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 an up-to-date count 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

🏠 Create Proposed
Notes
Admin ▾
Catalog Year: 2019 - 2020
?
⚙️

All
 Majors
 Minors/Certs
 Proposed

College	Department (23)	College (121)	Provost (641)	DARS (139)	Completed (5)
Business, W. P. Carey School of	1	17	61	13	2
Design & the Arts, Herberger Institute for	0	6	53	20	0
Engineering, Ira A. Fulton Schools of	12	2	44	17	0
Future of Innovation in Society, School for the	0	2	2	0	0
Global Management, Thunderbird School of	0	1	3	0	0
Health Solutions, College of	0	16	35	4	0
Honors - Barrett, The Honors College	0	1	0	0	0
Integrative Sciences and Arts, College of	0	3	46	23	0
Interdisciplinary Arts & Sciences, New College of	0	16	88	6	0
Journalism & Mass Communication, Walter Cronkite School of	0	3	12	0	0
Liberal Arts & Sciences, The College of	7	28	161	56	3
Nursing and Health Innovation, Edson College of	0	5	20	0	0
Public Service and Community Solutions, Watts College of	2	3	71	0	0
Sustainability, School of	1	1	6	0	0
Teachers College, Mary Lou Fulton	0	17	27	0	0
Other	0	0	12	0	0

The above image shows that W. P. Carey has 17 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.

All
 Majors
 Minors/Certs
 Proposed

College	Department (1)	College (29)	Provost (228)	DARS (11)	Completed (1)
Business, W. P. Carey School of	0	7	41	3	0
Design & the Arts, Herberger Institute for	0	0	10	0	0
Engineering, Ira A. Fulton Schools of	0	1	23	3	0
Future of Innovation in Society, School for the	0	0	2	0	0

Selecting the Majors toggle and the Minors/Certs toggle changes the numbers again across the dashboard:

College	Department (1)	College (31)	Provost (244)	DARS (30)	Completed (1)
Business, W. P. Carey School of	0	7	42	4	0
Design & the Arts, Herberger Institute for	0	1	10	0	0
Engineering, Ira A. Fulton Schools of	0	1	23	3	0
Future of Innovation in Society, School for the	0	0	2	0	0

When you click on your 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 close it. This allows you to shrink and close what you're not currently working on.

School for the Future of Innovation in Society

- 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:

School for the Future of Innovation in Society

- Majors
- Minors/Certificates

Program	Plan Code	Status	College Review	Provost Review	DARS Review
Innovation for Impact (Certificate)	FIIFICERT	College Review			
Innovation in Society (Minor)	FIFISMIN	College Review			
- Proposed

The drawer will display all active minors and certificates under that college or school. 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. "College Review" means that the map is currently being reviewed by the college level reviewer.

The status can also be the following: Department Review, Provost Review, DARS Review, or Completed, depending on where the 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 certificate and the minor are still awaiting review by a College user.

You can expand as many drawers as you wish if you want to see all active programs/maps under a college.

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. 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 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. There is 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.

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

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 straight to the 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, you can 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 "[Overview](#)" section below.

3. Notes

This page is where you enter notes that will 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.

Approve 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 viewer access within your college
 - request college level access for another user
 - see who else has college and department level access within your college

<p>Request College Level Permissions:</p> <p>College: <input type="text" value="--Please Select--"/></p> <p>ASURite: <input type="text"/> <small>(Press the Tab key to verify the name)</small></p> <p>Name: <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Submit"/></p> <hr/> <p>Give Department or Viewer Level Permissions:</p> <p><input type="radio"/> Viewer</p> <p><input checked="" type="radio"/> Department</p> <p><small>(Select College & Department only if you want to give a Department permission)</small></p> <p>College: <input type="text" value="--Please Select--"/></p> <p>Dept.: <input type="text" value="--Please Select--"/></p> <p>ASURite: <input type="text"/> <small>(Press the Tab key to verify the name)</small></p> <p>Name: <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Submit"/></p>	<p>Current Active Permissions:</p> <p>Show <input type="text" value="10"/> entries</p> <p>Search: <input type="text"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Revoke</th> <th style="text-align: left;">ASURite</th> <th style="text-align: left;">Name</th> <th style="text-align: left;">Access Level</th> <th style="text-align: left;">College</th> <th style="text-align: left;">Department</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>1- Department</td> <td>Design and the Arts, Herberger Institute for</td> <td>The Design School</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>1- Department</td> <td>Design & the Arts, Herberger Institute for</td> <td>Arts, Media and Engineering Sch T</td> </tr> <tr> <td></td> <td></td> <td></td> <td>2- College</td> <td>Design & the Arts, Herberger Institute for</td> <td>N/A</td> </tr> <tr> <td></td> <td></td> <td></td> <td>2- College</td> <td>Design & the Arts, Herberger Institute for</td> <td>N/A</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>1- Department</td> <td>Design & the Arts, Herberger Institute for</td> <td>Arts, Media and Engineering Sch T</td> </tr> <tr> <td></td> <td></td> <td></td> <td>2- College</td> <td>Design & the Arts, Herberger Institute for</td> <td>N/A</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>1- Department</td> <td>Design & the Arts, Herberger Institute for</td> <td>School of Film, Dance and Theatre</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>1- Department</td> <td>Design & the Arts, Herberger Institute for</td> <td>School of Art</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>1- Department</td> <td>Design & the Arts, Herberger Institute for</td> <td>ONLINE</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>1- Department</td> <td>Design & the Arts, Herberger Institute for</td> <td>School of Art</td> </tr> </tbody> </table> <p>Showing 1 to 10 of 35 entries</p> <p style="text-align: right;"><input type="button" value="Submit"/></p>	Revoke	ASURite	Name	Access Level	College	Department	<input type="checkbox"/>			1- Department	Design and the Arts, Herberger Institute for	The Design School	<input type="checkbox"/>			1- Department	Design & the Arts, Herberger Institute for	Arts, Media and Engineering Sch T				2- College	Design & the Arts, Herberger Institute for	N/A				2- College	Design & the Arts, Herberger Institute for	N/A	<input type="checkbox"/>			1- Department	Design & the Arts, Herberger Institute for	Arts, Media and Engineering Sch T				2- College	Design & the Arts, Herberger Institute for	N/A	<input type="checkbox"/>			1- Department	Design & the Arts, Herberger Institute for	School of Film, Dance and Theatre	<input type="checkbox"/>			1- Department	Design & the Arts, Herberger Institute for	School of Art	<input type="checkbox"/>			1- Department	Design & the Arts, Herberger Institute for	ONLINE	<input type="checkbox"/>			1- Department	Design & the Arts, Herberger Institute for	School of Art
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- Provost level access: You can access this page, and can:
 - give someone any level of access
 - 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 BMM 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 BMM won't do it automatically.

6. Question Mark/Help

The question mark icon will take you to the [BMM 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.


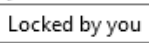
[\(Return to the table of contents\)](#)


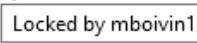
MAJOR MAPS BASIC OVERVIEW

Before you can make any changes on a major map, BMM will ask if you want to lock that map. This ensures that while you are working on the map, no one else can also be in there 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 will tell you the username for the person who has that map locked.

2019 Sequencing View for 
Health Education and Health Promotion (BS) 

2019 Sequencing View for (Read Only) 
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.

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 up to 10B.

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

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

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

Add Summer

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

PSY 101: Introduction to Psychology (SB) OR
 SOC 101: Introductory Sociology (SB) 3 Hr(s) P

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

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

Public Service Interdisciplinary Requirement 3 Hr(s)

Milestone: Meet with an academic advisor

Elective 3 Hr(s)

- 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.

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 only view the Checksheet page 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. "First-Year

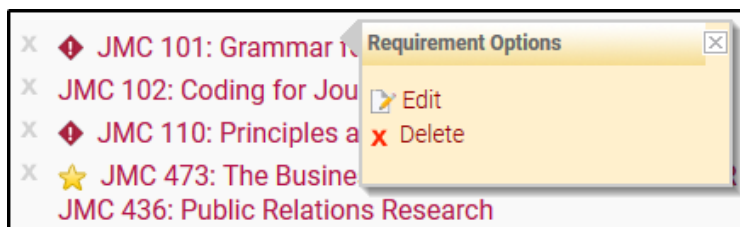
Composition" and "First-Year Seminar" are pre-populated with a few university level requirements and completion checks. Within the sections titled "Major Requirements" and "Electives", you can build your own program-specific categories.

The curriculum checksheet should be organized in the same fashion as the graduation DARS audit for the degree. The second and third columns represent the credit hours for that requirement, and the minimum grade required, if applicable.

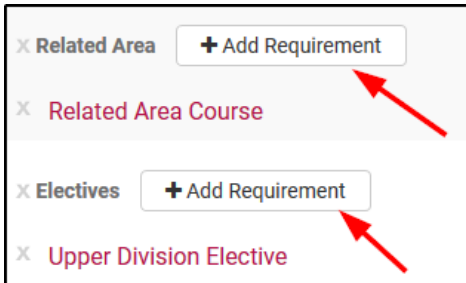
The diamond shaped icon symbolizes a critical requirement, per eAdvisor. The star shaped icon symbolizes a necessary requirement (click [here](#) to jump to the section about critical and necessary requirements).

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, and then choose edit. To delete a requirement, either click on the text of the requirement and choose delete, or hover over the gray "x" to the left of the requirement. When the "x" turns red, click to delete.



To add a requirement, find the category you want to add the requirement to, then click the "Add Requirement" button. (Click [here](#) to jump to the first section about adding requirements.)

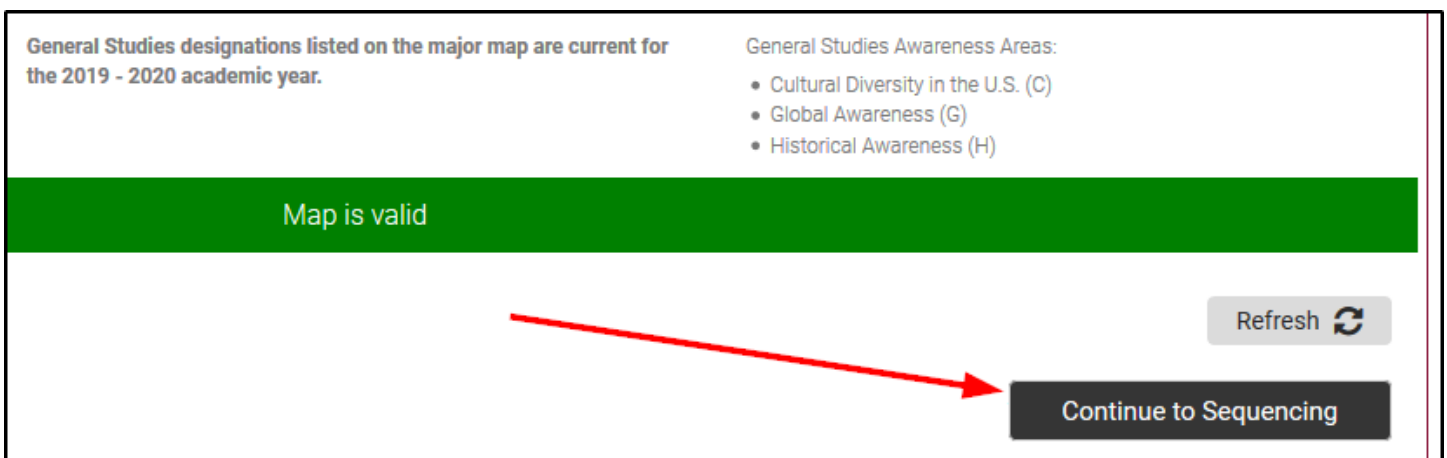


The sequencing page can be accessed in two different places from the checksheet. (Click [here](#) to jump to the full section about sequencing.)

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



2) Or the link in the bottom right corner:



On the sequencing page, you take the requirements you created in the curriculum checksheet (now displayed in the left column) and drag them to the appropriate term for the major map. You can also double click on a requirement on the (left side), and then click on the term where you want to add that requirement.

Major Requirements

- JMC 101: Grammar for Journalists 0/1 Hr(s) /Grd: B-
- JMC 102: Coding for Journalists 0/1 Hr(s) /Grd: C
- JMC 110: Principles and History of Journalism (SB) 0/1 Hr(s) /Grd: B- **Add Requirement to Term**
What term would you like to add this requirement to?
Term 1
Term 2
Term 3
Term 4
Term 5
Term 6
Term 7
Term 8
- JMC 473: The Business and Future of Journalism OR JMC 436: Public Relations Research 0/3 Hr(s) /Grd: C
- JMC 201: News Reporting and Writing (L) 0/3 Hr(s) /Grd: C
- JMC 305: Multimedia Journalism 0/3 Hr(s) /Grd: C
- JMC 301: Intermediate Reporting and Writing (L) OR JMC 315: Intermediate Reporting and Writing (Broadcast) (L) 0/3 Hr(s) /Grd: C

If a requirement is not fully sequenced on the major map, the icon highlighted in the screen shot below will appear next to the requirement to indicate this:

MLFTC Foundational Requirements

- TEL 101: Professional Educator Series: My Footprint 0/1 Hr(s)
- GCU 113: United States and Arizona Social Studies (SB & H) 3/3 Hr(s) /Grd: C**
- EDT 180: Technology Literacy: Problem Solving using Digital Technology Applications (CS) 0/3 Hr(s) /Grd: C

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

Below the Electives section, there is a notes area for university-wide, college-wide, departmental, or major map specific notes. There are also the legends for ASU requirements and General Studies.

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. (by arandal5 on 11/08/17 at 11:02 AM)

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)

General University Requirements Legend

Total Hours:	120 minimum	Hours at ASU:	30 minimum	General Studies Core Areas:
Upper Division Hours:	45 minimum	Resident Credit Hours for Academic Recognition:	56 minimum	
ASU Cumulative GPA:	2.00 minimum	Community College Hours:	64 maximum	<ul style="list-style-type: none"> Literacy and Critical Inquiry (L) Mathematical Studies (MA) Computer/Statistics/Quantitative Applications (CS) Humanities, Arts and Design (HU) Social-Behavioral Sciences (SB) Natural Science - Quantitative (SQ) Natural Science - General (SG)
Additional Major Requirements		College Residency Hours:	12 minimum	General Studies Awareness Areas:
Major Upper Division Hours:	45 minimum			
Major GPA:	2.00 minimum			<ul style="list-style-type: none"> Cultural Diversity in the U.S. (C) Global Awareness (G) Historical Awareness (H)

University Undergraduate Graduation Requirements

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

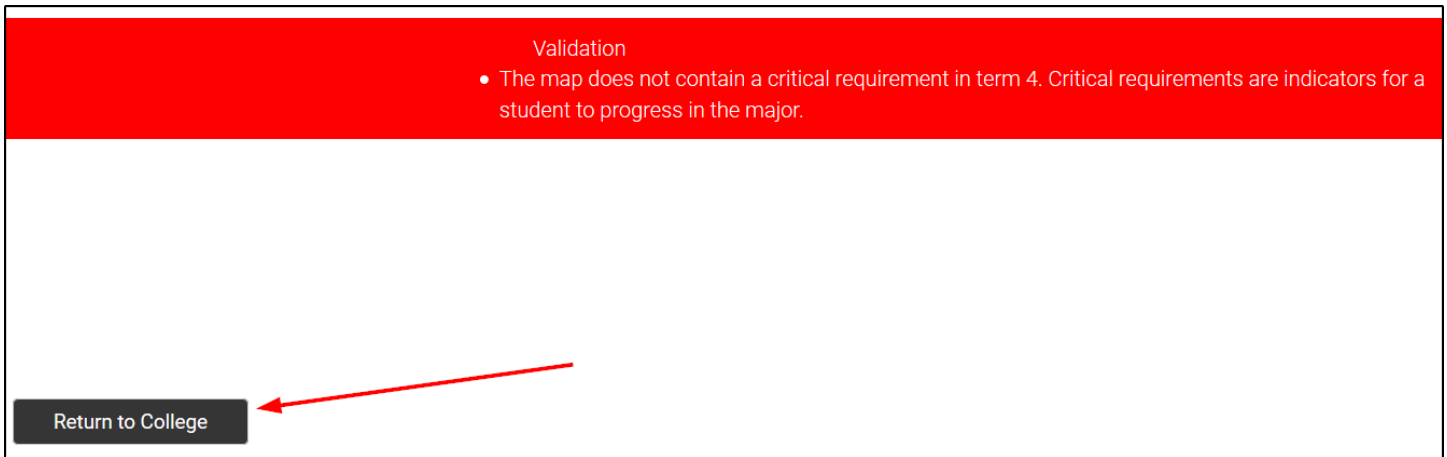
Below that is a red or green bar where BAMB shows you if your major map has validated. Validation means the map meets all the rules for General Studies requirements, minimum hours for degree completion (120), minimum upper-division hours (45), and critical and necessary requirements.

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. If you are a Department user, there will be no return button because there is no workflow before yours.

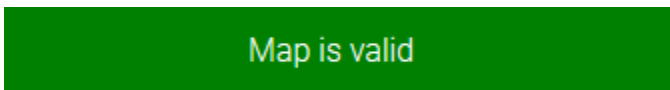
A screenshot of a validation error message. At the top, a red banner contains the word "Validation" and a bullet point: "• The map does not contain a critical requirement in term 4. Critical requirements are indicators for a student to progress in the major." Below the banner is a large white rectangular area. In the bottom-left corner of this area is a dark grey button labeled "Return to College". A red arrow points from the right side of the white area towards the "Return to College" button.

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 will see the following message in green and can submit the major map to the next level.



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CREATING NEW MAPS

If your college is going through the process of proposing a new degree program, concentration, minor, or certificate, you can 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 this temporary major map.

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

The screenshot shows a web application interface for creating a proposed plan. At the top, there is a navigation bar with a home icon, the text 'Create Proposed' (highlighted in orange), 'Notes', and 'Admin' with a dropdown arrow. Below the navigation bar, the page title 'Create Proposed' is displayed. A red arrow points to the 'Create Proposed' text in the navigation bar. The main content area features a maroon horizontal bar. Below this bar, the form consists of several fields: 'College:' with a dropdown menu showing 'College'; 'Department:' with a dropdown menu showing '--Please Select--'; 'Degree Type:' with a dropdown menu showing 'BA'; 'Catalog Year:' with a dropdown menu showing '2019'; 'Proposed Plan name:' with a text input field; 'Temporary Plan code:' with the text '(assigned)'; 'Copy from Plan:' with the text '(optional)' and a dropdown menu showing 'Select Map'; and 'From' with a dropdown menu showing '2019'. At the bottom left, there is a dark grey button labeled 'Create'.

Choose your college, which department the program is in, and the type of degree. Most likely, you don't need to change the catalog year. Give your proposed plan a name, and BAMB 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.

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

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:

Add Category
to Major Requirements

Category:

Create a new Category 

Edit an Existing Category

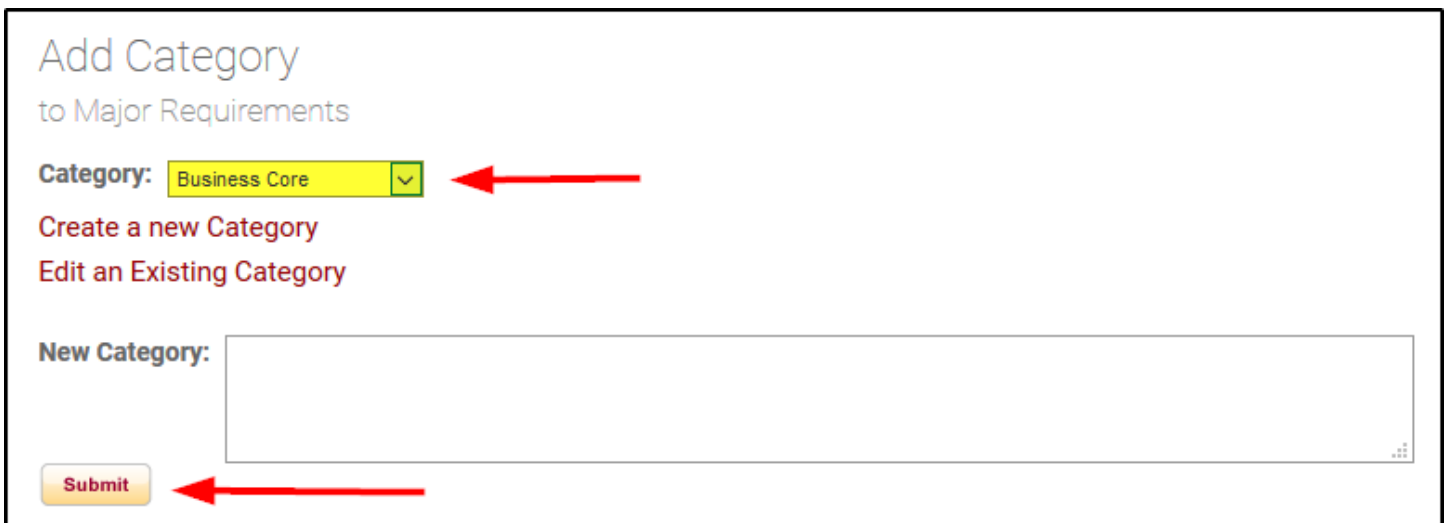
If there is already a category in the drop-down menu that meets your needs, select it. If you cannot find one that is appropriate, click the link "Create a new Category", and a new text field box will appear:



The screenshot shows a web form titled "Add Category to Major Requirements". It features a "Category:" dropdown menu currently set to "--Please Select". Below the dropdown are two links: "Create a new Category" and "Edit an Existing Category". A "New Category:" text input field is present, which is currently empty. A yellow "Submit" button is located at the bottom left of the form.

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.



This screenshot shows the same "Add Category" form, but with the "Category:" dropdown menu now set to "Business Core". A red arrow points from the right towards the dropdown menu. Another red arrow points from the right towards the yellow "Submit" button at the bottom left. The "New Category:" text input field remains empty.

Major Requirements

+ Add Category

+ Add Requirement

X ▲ **Business Core** + Add Requirement

Electives

+ Add Category

category name

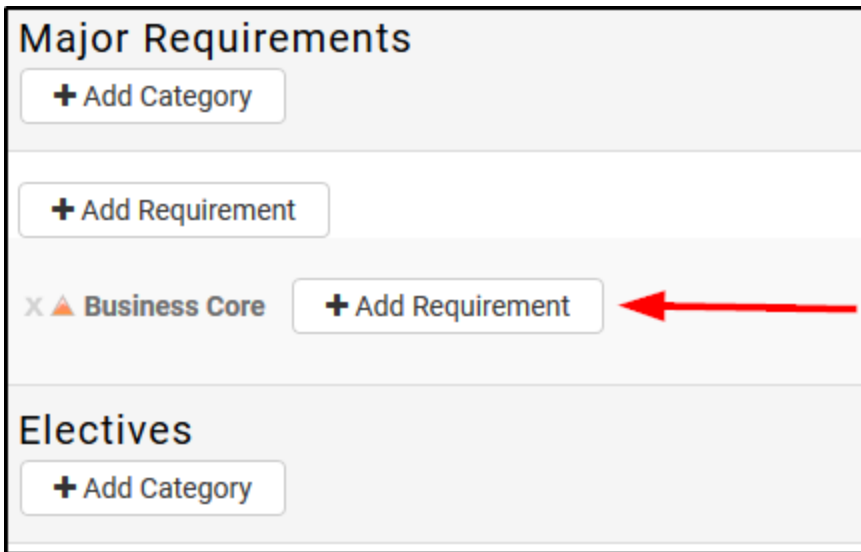
If you make an error when creating your category, choose the category from the dropdown menu, and click the link "Edit an Existing Category." This will bring up the text box again so that you can make the necessary changes.

Creating a Single Course Requirement

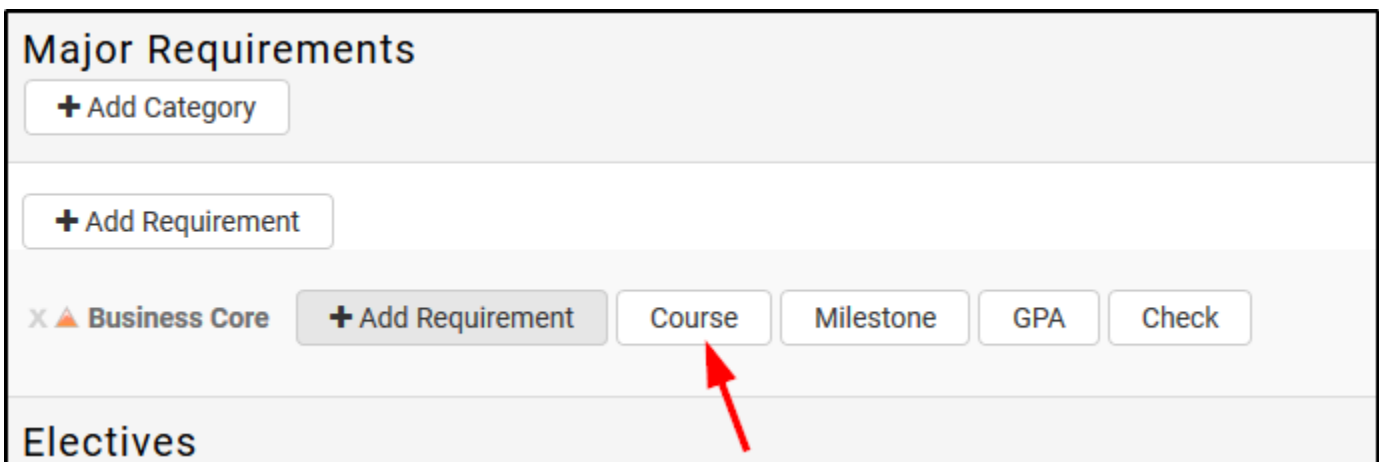
Now that you have a category, it's time to add requirements to it. This example will guide you through adding courses from scratch, using Term 2 on a major map in the W. P. Carey School of Business.

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".



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



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: This is where you type in the subject, ACC, and the course number, 231. BMM 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.

Requirement Type:

Course: [Course Catalog](#) **Course not yet approved?**

Course Title: Uses of Accounting Information I


Add hidden courses

Units: **Min Grade:** **Critical:** **Necessary:**

Transfer students must complete at ASU

Notes:





Preview:

 ACC 231: Uses of Accounting Information I	3 Credits
Min. Grade C	

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.

Major Requirements		Credit Hours	Min. Grade
+ Add Category			
+ Add Requirement			
  Business Core	+ Add Requirement		
    ACC 231: Uses of Accounting Information I	3	C	



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.

Add Course Requirement

to Business Core

Requirement Type: Multiple Course  

Course 1


Requirement Type: Single Course 

Course: [Course Catalog](#) Course not yet approved?

Course Title:

[Add hidden courses](#)

Add an OR AND or requirement

Units: **Min Grade:**  **Critical:** **Necessary:**

Transfer students must complete at ASU

Hide course titles:

Notes:

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: Min Grade: Critical: Necessary:

Transfer students must complete at ASU

Hide course titles:

Notes:

Preview:

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

Min. Grade C

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

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.

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 sometimes 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.

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

Creating a Multiple Course Requirement with a Range of Hours

Term 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:

Course: [Course Catalog](#) **Course not yet approved?**

Course Title: Calculus with Analytic Geometry II (MA)

Add hidden courses

Add an requirement

Units: Min Grade: Critical: Necessary:

Transfer students must complete at ASU

Hide course titles:

Notes:

Preview:

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

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
<input type="button" value="+ Add Category"/>			
<input type="button" value="+ Add Requirement"/>			
x ▲ Business Core <input type="button" value="+ 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 <input type="button" value="+ 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 you only need to add a requirement to the checksheet one time, even if it's used in more than one term on the major map.

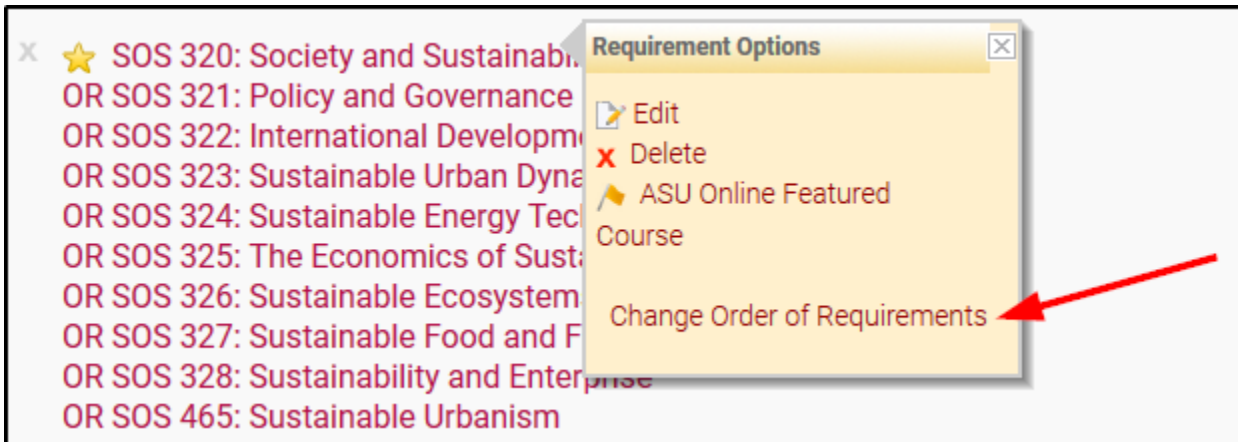
✕ ▲ ENG 101 or ENG 102: First-Year Composition OR ENG 105: Advanced First-Year Composition OR ENG 107 or ENG 108: First-Year Composition	3 Hr(s) /Grd: C
--	-----------------

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 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 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.

Add Course Requirement
to Business Core

Requirement Type: General Study ▼

▼

Level: --Please Select ▼

Add recommended course

Add required subject

Add hidden courses

Units: **Min Grade:** ▼ **Critical:** **Necessary:**

Transfer students must complete at ASU

Notes:

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:

Add recommended course

Subject:

Add required subject

Add hidden courses

Units: 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.

Course: ACC 231 [Course Catalog](#) Course not yet approved?

Course Title: Uses of Accounting Information I


Add hidden courses

Units: 3 Min Grade: C Critical: Necessary:

Transfer students must complete at ASU

Notes:

Preview:

 ACC 231: Uses of Accounting Information I 3 Credits

"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. These identified courses are considered necessary, or required, to progress toward graduation in 8 semesters. Courses that are prerequisites for courses in later terms or are sequential in nature are good examples of necessary courses.

Course: ACC 360 [Course Catalog](#) Course not yet approved?

Course Title: Ethics for Professional Accountants


Add hidden courses

Units: 3 Min Grade: C Critical: Necessary:

Transfer students must complete at ASU

Notes:

Preview:

 ACC 360: Ethics for Professional Accountants 3 Credits

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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:

Add Course Requirement
to University Electives

Requirement Type: Single Course
Single Course
Multiple Course
General Study
Elective
Second Language
Track/Group

Course:

Course Title:

Add hidden courses

Units: **Min Grade:** **Critical:** **Necessary:**

Transfer students must complete at ASU

Notes:

Course not yet approved?

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

Add Course Requirement
to University Electives

Requirement Type:

University Elective Subject Elective Course Elective

Level:

Add re
course

Add hi

Units:

Grade: Critical: Necessary:

Trans

Notes:

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

(There's no need to select "Lower Division" for university electives, since you shouldn't restrict students to taking lower-division electives. These will simply display as "Elective".)

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

Electives		Credit Hours	Min. Grade
<input type="button" value="+ Add Category"/>			
<input type="button" value="+ Add Requirement"/>			
x ▲ University Electives <input type="button" value="+ Add Requirement"/>			
x ▲ <input type="radio"/> Elective		9	
x ▲ <input type="radio"/> Upper Division Elective		12	

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 Course Requirement
to Electives

Requirement Type:

University Elective Subject Elective Course Elective

Subject:

[Add another subject](#)

Level:

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 BMM and Degree Search.

Enter in the desired number of units (in this case, 6) and the Minimum Grade of "C".

University Elective
 Subject Elective
 Course Elective

Subject:

Add another subject

Level:

Add recommended course

Add hidden courses

Units:
 Min Grade:
 Critical:
 Necessary:

Transfer students must complete at ASU

Notes:

Preview:

CRJ 4 Elective** 6 Credits

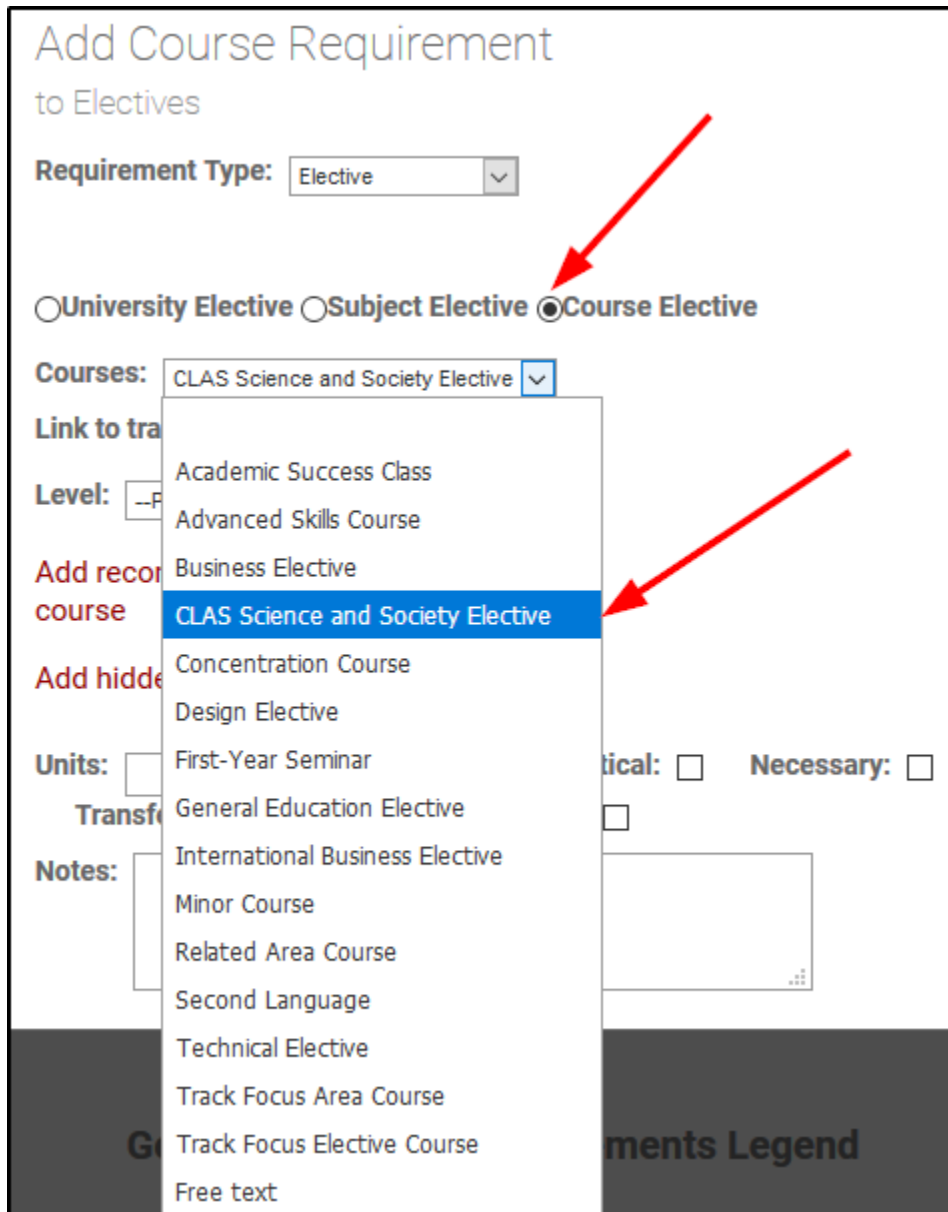
Click Submit, and the requirement is now in the checksheet as shown:

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 Elective. The list is available online though, so you can add that URL 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 choosing the University or Subject radio buttons, click the Course Elective radio button. Then open the "Courses" drop-down menu, and choose "CLAS Science and Society Elective" from the drop-down. This drop-down contains other course categories you may want to have on your major map.



The screenshot shows a web form titled "Add Course Requirement to Electives". The "Requirement Type" is set to "Elective". Below this, there are three radio buttons: "University Elective", "Subject Elective", and "Course Elective", with "Course Elective" selected. A red arrow points to the "Course Elective" radio button. The "Courses:" dropdown menu is open, showing a list of course categories. A red arrow points to the "CLAS Science and Society Elective" option, which is highlighted in blue. Other options in the list include "Academic Success Class", "Advanced Skills Course", "Business Elective", "Concentration Course", "Design Elective", "First-Year Seminar", "General Education Elective", "International Business Elective", "Minor Course", "Related Area Course", "Second Language", "Technical Elective", "Track Focus Area Course", "Track Focus Elective Course", and "Free text". To the right of the dropdown, there are checkboxes for "Critical:" and "Necessary:". At the bottom of the form, there is a "Submit" button and a "Requirements Legend" link.

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 CLAS Science and Society Elective appears on the checksheet:














The screenshot shows a checksheet entry for "CLAS Science and Society Elective". The entry is displayed in a box with a red border. On the left side of the box, there are three small icons: a red 'x', a red triangle, and a red circle. On the right side of the box, the number "3" is displayed.

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

Add Course Requirement to Track Groups

Requirement Type: Single Course 

Course:

Course Title:

Requirement Type: Single Course
Multiple Course
General Study
Elective
Second Language
Track/Group

Course not yet approved?


Add hidden courses

Units: **Min Grade:** **Critical:** **Necessary:**

Transfer students must complete at ASU


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.

Add Course Requirement to Track Groups

Requirement Type: Track/Group 

Track/Group Name: Applied Mathematics Electives

Course 1

Requirement Type: Single Course 

Course: MAT 300 Course Catalog **Course not yet approved?**

Course Title: Mathematical Structures (L)

Add hidden courses

Add an OR AND or **requirement**

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

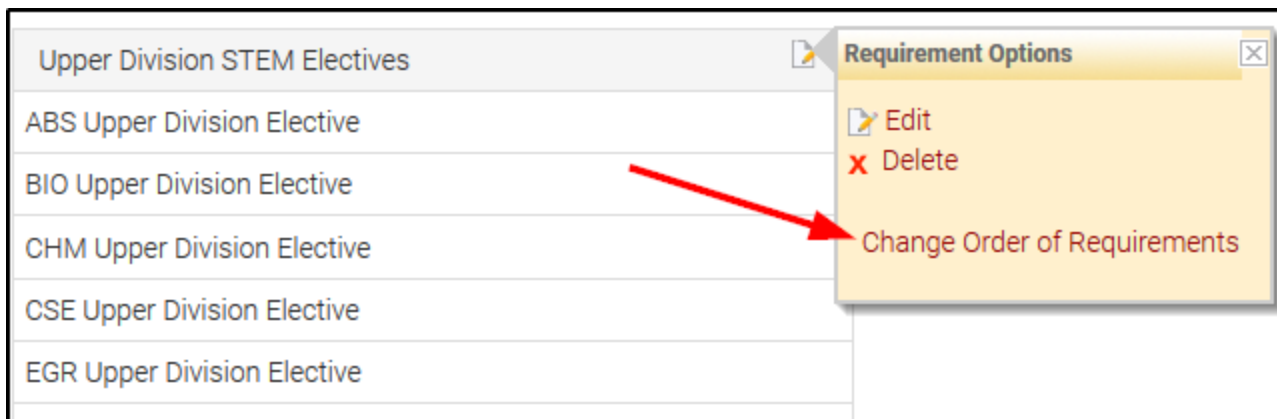
- MM** Upper division STEM electives should be selected in consultation with a College of Integrative Sciences and Arts advisor.

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 it, clicking on the paper & pencil icon also gives you the option to "Change Order of Requirements".



Step 2: Create the course requirement for the checksheet that will 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.

Add Course Requirement to Applied Mathematics Electives

Requirement Type:

University Elective
 Subject Elective
 Course Elective

Courses:

Link to tra

Level:

Add recor

course

Add hidde

Units:

Transf

Notes:

ical: **Necessary:**

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

Once "Free text" is chosen, a 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:

Link to track group :

Level:

Add recommended course

Add hidden courses

Units: **Min Grade:** **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.

<input type="checkbox"/> Applied Mathematics Electives	<input type="button" value="+ Add Requirement"/>	<input type="button" value="Course"/>	<input type="button" value="Milestone"/>	<input type="button" value="GPA"/>	<input type="button" value="Check"/>
<input checked="" type="checkbox"/> Upper Division Applied Mathematics Elective				9	C
<input checked="" type="checkbox"/> Applied Mathematics Elective				3	C
<input checked="" type="checkbox"/> Upper Division STEM Elective				9	C


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

University Elective
 Subject Elective
 Course Elective

Courses:

Free Text:

Link to track group :

Level: 

Add recommended course

Add hidden courses

Units:
 Min Grade:
 Critical:
 Necessary:

Transfer students must complete at ASU

Notes:

Preview:

Upper Division Applied Mathematics Elective 9 Credits

(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 FLAGGED COURSES)

You may want to add a new course to a major map that hasn't been approved yet. 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 is 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?" and the window will change.

Add Course Requirement
to History


Requirement Type: ▾

Course: [Course not yet approved?](#)

Course Title:

Add hidden courses

Units: Min Grade: ▾ Critical: Necessary:



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 is 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.

Add Course Requirement

to History

Requirement Type:

Unapproved Course: Changemaker **Revert to approved**

Course Title:

Add hidden courses

Units: **Min Grade:** **Critical:** **Necessary:**

Transfer students must complete at ASU

Notes:

Preview:

HST 120: History of Botanical Plants	3 Credits
---	------------------

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

X ▲ History	+ Add Requirement		
X ▲ ⚠ HST 120: History of Botanical Plants		3	C

The red flag will alert anyone reviewing the map to check if the course has been approved yet. If a course has been approved, you can 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 Botanical Plants	

Requirement Options

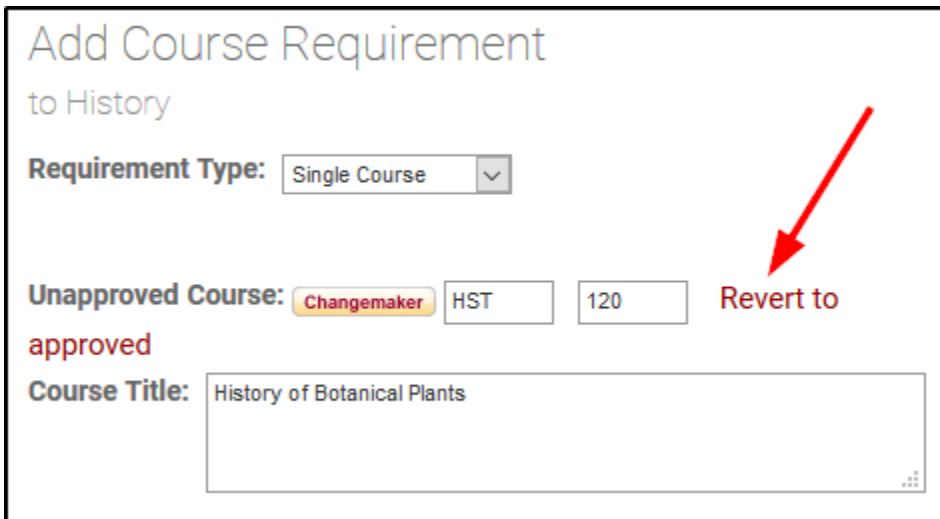
[Edit](#)

[Delete](#)

Electives

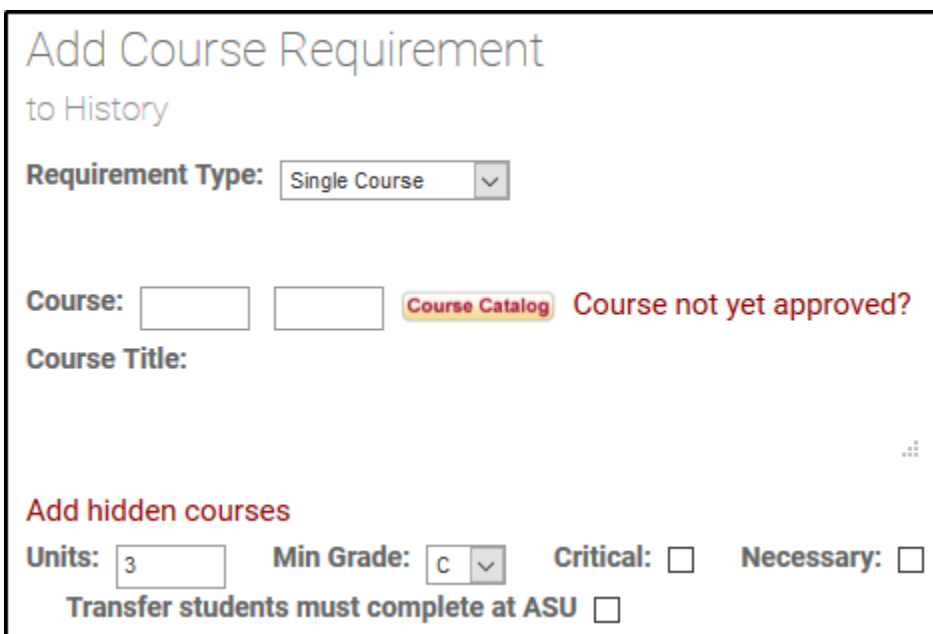
[+ Add Category](#)

2. Click on the link "Revert to approved".



The screenshot shows a web form titled "Add Course Requirement to History". The "Requirement Type" is set to "Single Course". The "Unapproved Course" field contains "Changemaker", "HST", and "120". A red arrow points to the "Revert to approved" link. The "Course Title" field contains "History of Botanical Plants".

3. The window will change back to appear as normal. Fill out the new course subject and number, then click Submit.



The screenshot shows the "Add Course Requirement to History" form in its normal state. The "Requirement Type" is "Single Course". The "Course" field has two empty input boxes, followed by a "Course Catalog" button and the text "Course not yet approved?". The "Course Title" field is empty. Below the form, there are fields for "Units" (3), "Min Grade" (C), "Critical" (checkbox), "Necessary" (checkbox), and a checkbox for "Transfer students must complete at ASU".

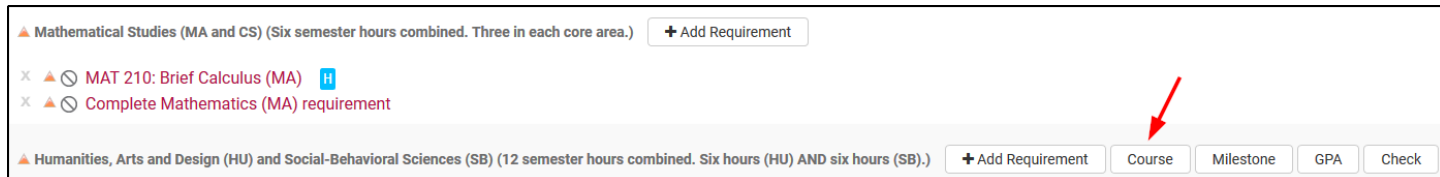
If the course has not yet been approved, the Office of the University Provost will send the major map back to the college and will ask which course should be used in its place. Major maps **cannot** be sent to DARS or posted on Degree Search until flagged courses have reached the University Review level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

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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

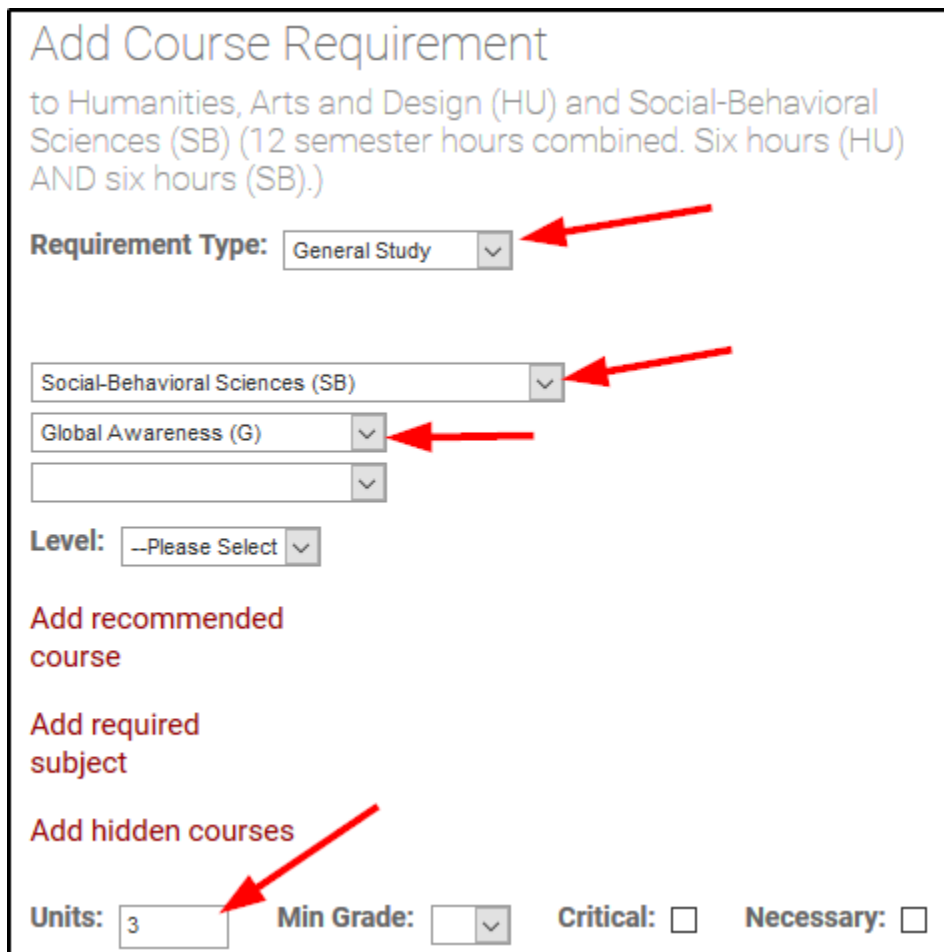
x ▲ Ⓞ MAT 210: Brief Calculus (MA) H

x ▲ Ⓞ 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

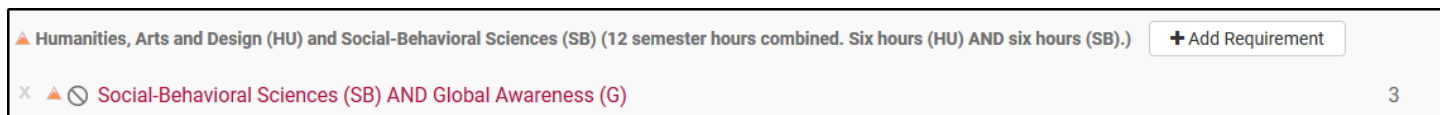
Add required subject

Add hidden courses

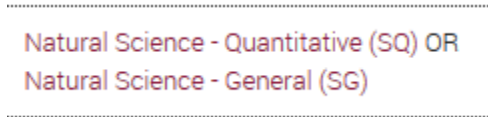
Units: 3 Min Grade: Critical: Necessary:

Generic General Studies requirements shouldn't 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:



The next example is with Natural Sciences.



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.



(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.

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


Requirement Type:  

Course 1

Requirement Type:  



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




Then click the OR button to add the second course, which will be another General Study. Pick "Natural Science – General (SG)" from the dropdown menu.


Add required subject

Add hidden courses

✕

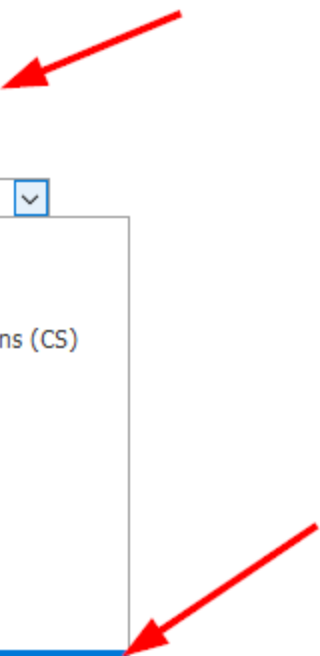
OR Course 2

Requirement Type: 



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

ment



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:

Add hidden courses

Add an **OR** **AND** **or** requirement

Units: Min Grade: Critical: Necessary:

Transfer students must complete at ASU

Hide course titles:

Notes:

Preview:

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

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

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

The next General Studies example is for Upper Division HU or 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 "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.

Add Course Requirement

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

Requirement Type:

Course 1

Requirement Type:

Level:

- Please Select
- 2**
- 3**
- 4**
- 44*
- 45*
- Lower Division
- Upper Division**

Click the OR icon 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.

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

✕ ▲ Upper Division Humanities, Arts and Design (HU) OR Upper Division Social-Behavioral Sciences (SB) 3

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: 

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 the DARS audit to see which of these options the 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.

Level:

Units: Min Grade: Critical: Necessary:

Transfer students must complete at ASU

Notes:

Preview:

Second Language: Requirement satisfied through the following: * Completion of a language course at the intermediate level (202 or equivalent), including American Sign Language IV; * Completion of two sequential semesters of coursework in a current computer language. 16 Credits

Min. Grade C

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

Electives		Credit Hours	Min. Grade
<input type="button" value="+ Add Category"/>			
<input type="button" value="+ Add Requirement"/>			
x <input type="button" value="College Requirements"/> <input type="button" value="+ Add Requirement"/>			
x	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Second Language: Requirement satisfied through the following: * Completion of a language course at the intermediate level (202 or equivalent), including American Sign Language IV; * Completion of two sequential semesters of coursework in a current computer language.	16	C

In this case, in the Second Language requirement window, don't check any boxes. 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:

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: Completion of Chinese, Japanese or Korean language course at the intermediate level (202 or equivalent)

Level: --Please Select

Units: 16 Min Grade: C Critical: Necessary:

Transfer students must complete at ASU

Notes:

Preview:

Second Language: Requirement satisfied through the following: * Completion of Chinese, Japanese or Korean language course at the intermediate level (202 or equivalent). 16 Credits

Click Submit and the requirement will display:

College Requirements		+ Add Requirement	
X	▲	⊗	Second Language: Requirement satisfied through the following: * Completion of Chinese, Japanese or Korean language course at the intermediate level (202 or equivalent).
		16	C

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RECOMMENDED COURSES

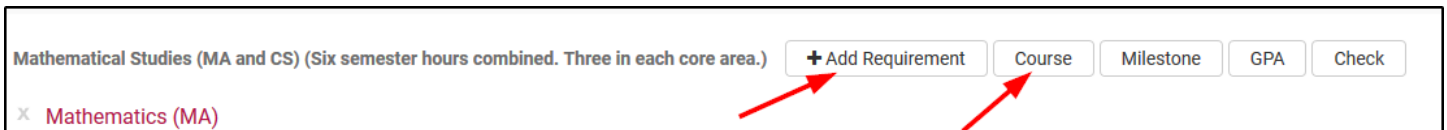
Recommended courses on a major map allow you to list a general requirement (such as General Studies, elective, etc.) while suggesting, or recommending, that students take a specific course that also meets that requirement.

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.

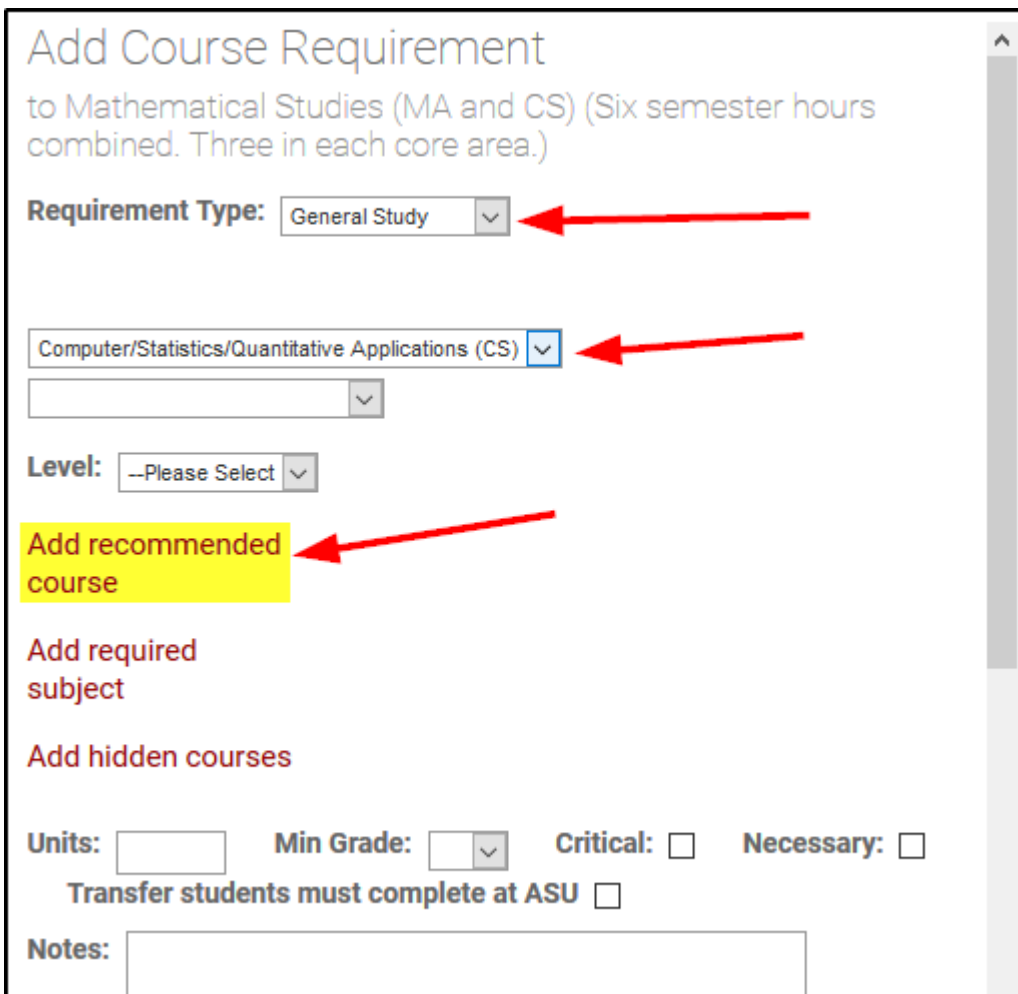


Mathematical Studies (MA and CS) (Six semester hours combined. Three in each core area.)

+ Add Requirement Course Milestone GPA Check

x Mathematics (MA)

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".



Add Course Requirement

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

Requirement Type: General Study

Computer/Statistics/Quantitative Applications (CS)

Level: --Please Select

Add recommended course

Add required subject

Add hidden courses

Units: Min Grade: Critical: Necessary:

Transfer students must complete at ASU

Notes:

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

Requirement Type:

Level:

Course: **Course not yet approved?**

Course Title: Media for Dance (CS)

[Add recommended course](#)

[Add required subject](#)

[Add hidden courses](#)

Click the link to add more recommended courses

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 DARS 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:

Course: [Course Catalog](#) **Course not yet approved?**

Course Title: Brief Calculus (MA)

Add hidden courses

Units: **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 Fall 2011 until forever. Dates in these fields should be in the 5-digit DARS format, not the 4-digit PeopleSoft format.

Requirement Type:

Course: [Course Catalog](#) **Course not yet approved?**

Course Title: Brief Calculus (MA)

Allow Hidden Course: -

Reject: -

Effective Date: - (Ex: 20117)

Add hidden courses

Units: **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 they can take any MAT 200-level course to fulfil MAT 210 EXCEPT MAT 270. Here's how that is created:

Requirement Type:

Course: [Course Catalog](#) **Course not yet approved?**

Course Title: Brief Calculus (MA)

Allow Hidden Course: -

Reject: -

Effective Date: - (Ex: 20117)

Add hidden courses

Units: **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)

Click on the blue H icon to display more detail.

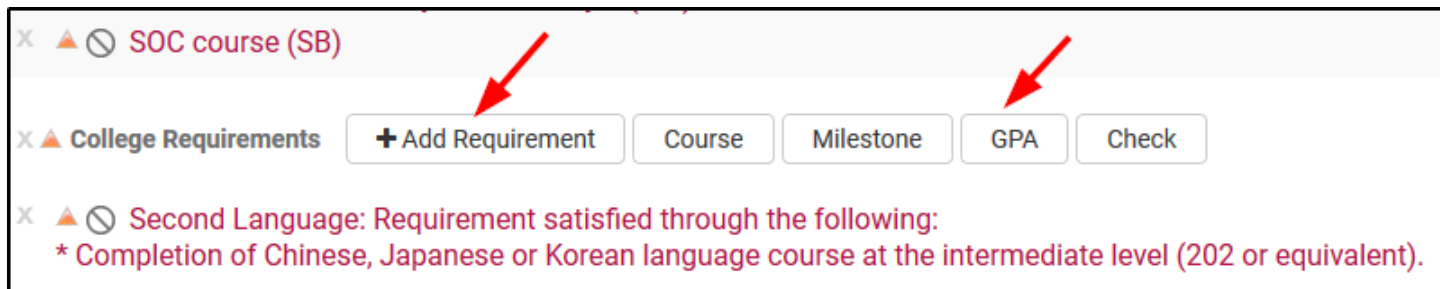
Hidden Courses

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 screenshot shows a user interface with three main sections. The top section is titled "SOC course (SB)" and is partially obscured. The middle section is titled "College Requirements" and contains a row of buttons: "+ Add Requirement", "Course", "Milestone", "GPA", and "Check". Two red arrows point to the "+ Add Requirement" and "GPA" buttons. The bottom section is titled "Second Language: Requirement satisfied through the following:" and contains a red asterisk followed by the text "* Completion of Chinese, Japanese or Korean language course at the intermediate level (202 or equivalent)."

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.

Add GPA Requirement

to College Requirements

Type: ASU cumulative

Min GP Major requirements

Critical tracking requirements

Critical Course requirement

Transfer students must complete at ASU:

Notes:

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

Add GPA Requirement

to College Requirements

Type: ASU cumulative

Min GPA: 2.00

Critical: **Essary:**

Transfer s **must complete at ASU:**

Notes:

Preview:

Minimum 2.00 3.00 Cumulative.

3.25

3.50

3.75

Submit

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

X ▲ College Requirements

X ▲ ⓧ Second Language: Requirement satisfied through the following:
* Completion of Chinese, Japanese or Korean language course at the intermediate level (202 or equivalent).

X ▲ ⓧ ⚠ Minimum 3.00 GPA ASU Cumulative.

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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 thing 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.

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:

X ▲ ⓧ HST 120: History of Botanical Plants ⚠

X ▲ Milestones and Checks

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.

Add Milestone Requirement to Milestones and Checks

Type: Complete online Intent to Progress form (meet with advisor)

[Create a new Milestone](#)
[Edit an Existing Milestone](#)

Critical:
Necessary:
Transfer students must complete at ASU:

Notes:

Preview:

⚠ Milestone: Complete online Intent to Progress form (meet with advisor)

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

Add Milestone Requirement to Milestones and Checks

Type: --Please Select--

[Create a new Milestone](#) ←
[Edit an Existing Milestone](#)

New Milestone: Submit Identity Verified Print (IVP) DPS [fingerprint clearance card](https://www.azdps.gov/services/public/fingerprint)

When you click Submit, this only adds the milestone to the dropdown menu and not to your checksheet yet. BAMB 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.

✕ ▲ Milestones and Checks

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

The text "fingerprint clearance card" is now hyperlinked, signified by a slightly different font (highlight added).

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.)

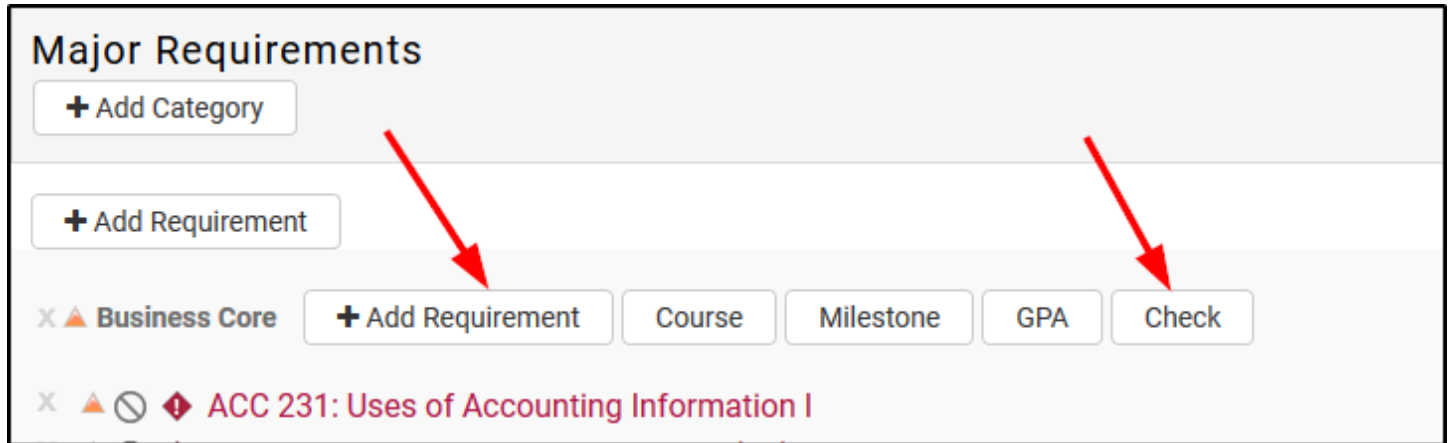
As a final note, remember that milestones are enforced at the **end** of a term, not at the beginning. Also, please ensure that milestones should not actually be GPA or course completion checks instead.

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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:



The screenshot shows a user interface for managing major requirements. At the top, there is a header "Major Requirements" and a button "+ Add Category". Below this is a section with a button "+ Add Requirement". Underneath, there are two rows of requirement entries. The first row is for "Business Core" and includes a "+ Add Requirement" button, a "Course" button, a "Milestone" button, a "GPA" button, and a "Check" button. A red arrow points from the "+ Add Requirement" button to the "Check" button. The second row is for "ACC 231: Uses of Accounting Information I" and includes a "+ Add Requirement" button, a "Course" button, a "Milestone" button, a "GPA" button, and a "Check" button. Another red arrow points from the "+ Add Requirement" button to 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.

Add Check Requirement

to Business Core

Type:

Critical

Transfer



Notes:


Preview:

Here you can enter one or more courses. You can even just enter a specific subject if that is 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:


Add Check Requirement

to Business Core

Type:  

Course: 


Add an AND/OR/or requirement

Critical: **Necessary:** 

Transfer students must complete at ASU:

Notes:

Preview:

 Complete ENG 301 course(s).

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*)

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

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:

The screenshot shows a web interface with a dark red header bar containing two tabs: "Checksheet" and "Sequencing". The "Sequencing" tab is selected and highlighted. Below the header, the main content area displays the title "2019 Curriculum Check Sheet for Journalism and Mass Communication (BA)" and the school name "Walter Cronkite School of Journalism & Mass Comm | CSJMCBA". On the right side, there are two buttons: "Preview Checksheet" and "Unlock Map". Below these buttons is a link that says "Check catalog and prerequisites changes". At the bottom of the page, there is a table with a header row containing "University Requirements", "Credit Hours", and "Min. Grade". A red arrow points from the "Sequencing" tab down to the "Preview Checksheet" button.

2) Or the link in the bottom right corner:

The screenshot shows a notification area with a green bar that says "Map is valid". To the right of this bar, there is a "Refresh" button with a circular arrow icon. Below the green bar, there is a dark grey button labeled "Continue to Sequencing". A red arrow points from the "Refresh" button down to the "Continue to Sequencing" button.

Once one of those is clicked, you will see two columns. The left column represents the curriculum checksheet (your previous screen). The right column represents Term 1-8 (or terms 1A - 10B for online major maps), which will be used to display the major map in Degree Search. If you've been creating a major map from scratch, the terms will be blank.

Notice right above Term 1, the Total Hours field displays with a count of 0. As courses are moved in 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.

Add Term

Total Hours Upper Division Hours

Copy term notes: +/-

University Requirements

Term 1 Term Count: Total Credits:

Add Summer

First-Year Composition

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

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

Term 2 Term Count: Total Credits:

Add Summer

First-Year Seminar

WPC 101: Student Success in Business 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.)

MAT 210: Brief Calculus (MA) 3/3 Hr(s)

Complete Mathematics (MA) requirement

Term 3 Term Count: Total Credits:

Add Summer

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

Social-Behavioral Sciences (SB) AND Global Awareness (G) 3/3 Hr(s)

Term 4 Term Count: Total Credits:

Add Summer

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.

Business Core

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

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

ENG 301: Writing for the Professions (L) OR
 ENG 302: Business Writing (L) OR
 COM 230: Small Group Communication (SB) 3/3 Hr(s)

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

Add Requirement to Term ✕

What term would you like to add this requirement to?

- Term 1
- Term 2
- Term 3
- Term 4
- Term 5
- Term 6
- Term 7
- Term 8

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

Term 2	Term Count: <input type="text" value="0 - 21"/>	Total Credits: <input type="text" value="21 - 22"/>	
			Add Summer
X	ACC 231: Uses of Accounting Information I	<input type="text" value="3"/> Hr(s) /Grd: C	
X	ECN 211: Macroeconomic Principles (SB) OR ECN 212: Microeconomic Principles (SB)	<input type="text" value="6"/> Hr(s) /Grd: C	
X	MAT 211: Mathematics for Business Analysis OR MAT 271: Calculus with Analytic Geometry II (MA)	<input type="text" value="3-4"/> Hr(s) /Grd: C	
X	ENG 101 or ENG 102: First-Year Composition OR ENG 105: Advanced First-Year Composition OR ENG 107 or ENG 108: First-Year Composition	<input type="text" value="6"/> Hr(s) /Grd: C	
X	SOC course (SB)	<input type="text" value="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 added to more than one term), it carries over the total credit hours from the checksheet with it (six 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 six hours to three 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 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 

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

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

X   ENG 101 or ENG 102: First-Year Composition OR
ENG 105: Advanced First-Year Composition OR
ENG 107 or ENG 108: First-Year Composition 3 Hr(s) / Grd: C 

X   SOC course (SB) 3 Hr(s)

"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.

Business Core

❖ ACC 231: Uses of Accounting Information I 0/3 Hr(s) /Grd: C

⊘ ❖ ECN 211: Macroeconomic Principles (SB) OR
ECN 212: Microeconomic Principles (SB) 3/6 Hr(s) /Grd: C

⊘ ENG 301: Writing for the Professions (L) OR
ENG 302: Business Writing (L) OR
COM 230: Small Group Communication (SB) 3/3 Hr(s)

❖ MAT 211: Mathematics for Business Analysis OR
MAT 271: Calculus with Analytic Geometry II (MA) 0/3-4 Hr(s) /Grd: C

SOC course (SB) 0/3 Hr(s)

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.

★ ECS 312: Social and Emotional Development of the Young Child (SB) 0/3 Hr(s) /Grd: C

SCN 401: Sustainability Science, Technology, and Society 0/3 Hr(s) /Grd: C

⊘ BLE 221: Theories for Acquiring and Learning Languages 3/3 Hr(s) /Grd: C

⊘ EDP 313: Childhood and Adolescence (SB) 3/3 Hr(s) /Grd: C

Credit countdown alerts you if all credits are sequenced for this requirement. First number should be 0 - there is nothing left to sequence.

Requirements still to be sequenced have the "no" symbol and the first number in the countdown is NOT 0.

Upper Division Elective -12/10 Hr(s)

Negative number in front shows requirement has been over-sequenced

In this example of the Upper Division Electives, the "not sequenced" symbol has disappeared, but the credits countdown for the Upper Division Electives is -3/12 (negative 3 out of 12). That means you've added 3 extra credits to the terms that aren't on the checksheet.

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.

Electives

⊘ Elective 9/9 Hr(s)

Upper Division Elective -3/12 Hr(s)

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 six hours of Electives), the hours should be in multiples of three whenever possible. You also need to add an indicator. Double click on the requirement in sequencing view and a small pop up will appear:

Term 6 Term Count: 21 - 30 Total Credits: 9

X ▲ Upper Division Elective

Change requirement's necessary flag.

Complete courses: Add/Update

2
3
4
5

Term 7

Term 8 Term Count: 5 30 Total Credits: 0

Add Summer

Add Summer

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:

Term 6 Term Count: 21 - 30 Total Credits: 9

Complete 3 courses:

X ▲ Upper Division Elective 9 Hr(s)

Add Summer

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

ORDERING REQUIREMENTS WITHIN TERMS

The order of the requirements within the term is very important. The Office of the University Provost would like the requirements to be 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
 - 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(a) /Grd: C **P**

X **ALA 122: Design Fundamentals II** 3 Hr(a) /Grd: C

X **ALA 124: Design Fundamentals II Lecture** 1 Hr(a) /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(a) /Grd: C

X Social-Behavioral Sciences (SB) AND Cultural Diversity in the U.S. (C) 3 Hr(a)

X Elective 3 Hr(a)

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

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

NOTES

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

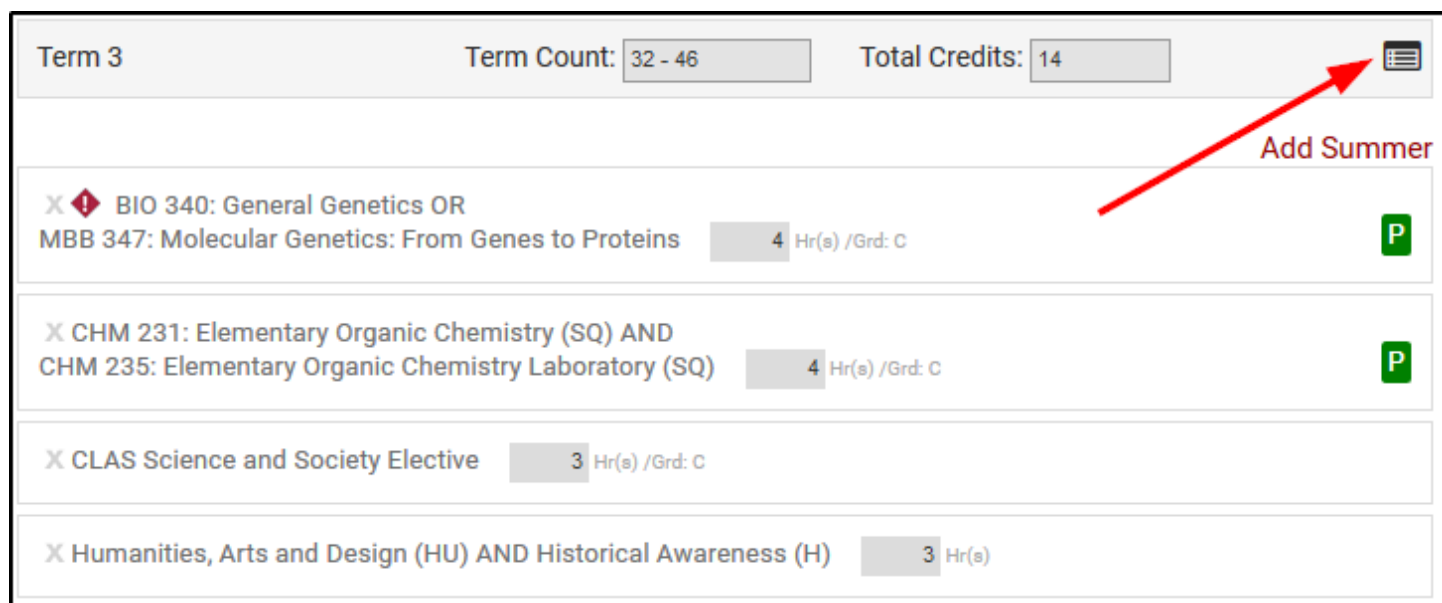
Term Notes

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, 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 clear and not actually be a requirement, milestone, completion check, or GPA check.

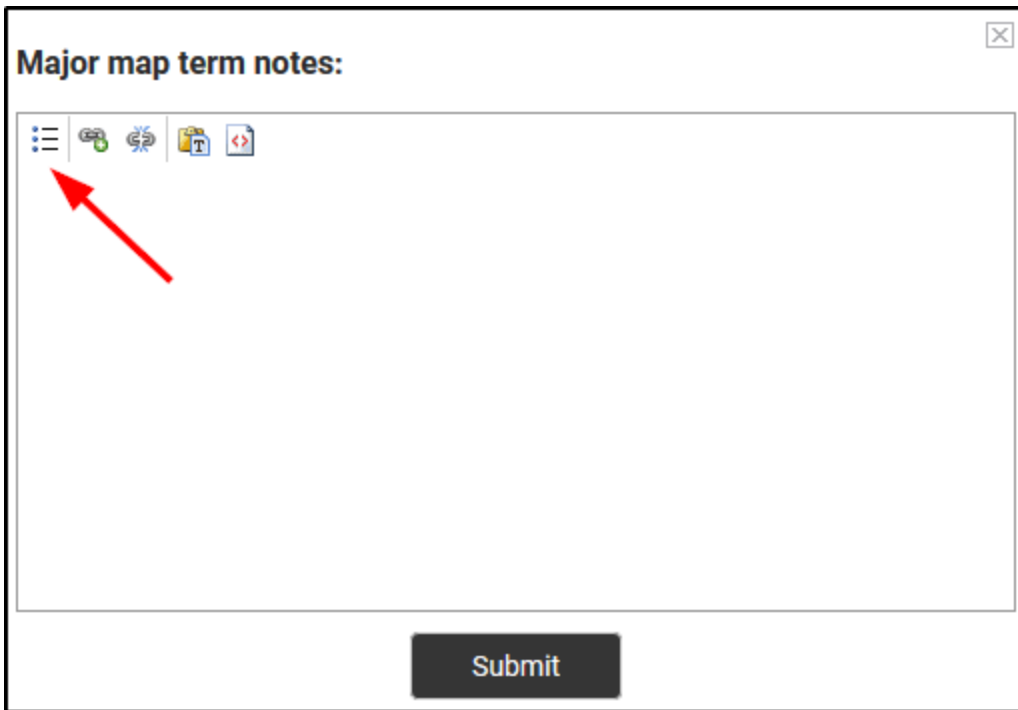
To add, edit, or delete term notes, click on the notepad icon. This icon is located on the righthand side of each term header bar.



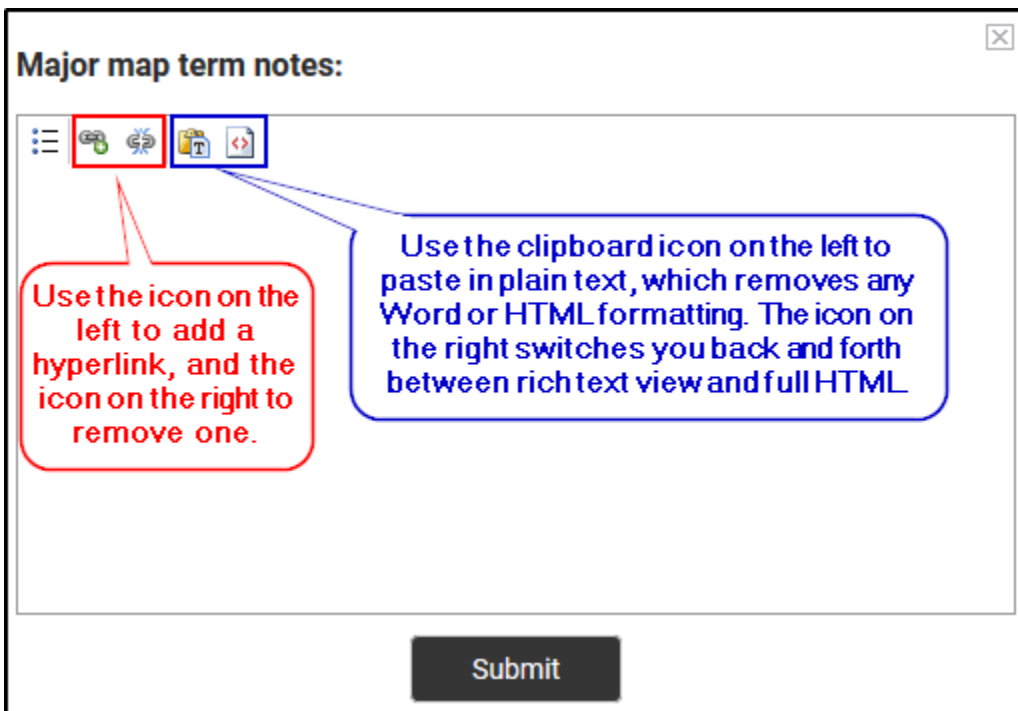
The screenshot displays the eAdvisor interface for a major map. At the top, the term is identified as "Term 3". To the right, there are two input fields: "Term Count: 32 - 46" and "Total Credits: 14". On the far right of the header bar, there is a notepad icon (a small square with horizontal lines) and a red arrow pointing to it. Below the header bar, there is a section titled "Add Summer" in red text. The main area contains a list of course requirements, each with a checkbox, course name, and credit/grade information:

- BIO 340: General Genetics OR MBB 347: Molecular Genetics: From Genes to Proteins 4 Hr(s) /Grd: C P
- CHM 231: Elementary Organic Chemistry (SQ) AND CHM 235: Elementary Organic Chemistry Laboratory (SQ) 4 Hr(s) /Grd: C P
- CLAS Science and Society Elective 3 Hr(s) /Grd: C
- Humanities, Arts and Design (HU) AND Historical Awareness (H) 3 Hr(s)

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-looking icon. Paste in the URL and click Submit.

To remove a URL, highlight the text and click the icon of the chain breaking.

Major map term notes:



- Pre-health students should take CHM 233 and CHM 237 instead of CHM 231 and CHM 235. See [pre-health website](#) for more information.
- If CHM 233 and 237 are taken, then CHM 234 and 238 must be taken the following semester
- Explore [extracurriculars](#) (i.e. service learning, community service, internships, research, student involvement, shadowing, etc.)
- Attend a [Study Abroad 101 Session](#)
- Explore [minors or certificates](#)

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.

Term 3 Term Count: 32 - 46 Total Credits: 14

[Add Summer](#)

X BIO 340: General Genetics OR
MBB 347: Molecular Genetics: From Genes to Proteins 4 Hr(s) /Grd: C

X CHM 231: Elementary Organic Chemistry (SQ) AND
CHM 235: Elementary Organic Chemistry Laboratory (SQ) 4 Hr(s) /Grd: C

X CLAS Science and Society Elective 3 Hr(s) /Grd: C

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

X Complete First-Year Composition requirement.

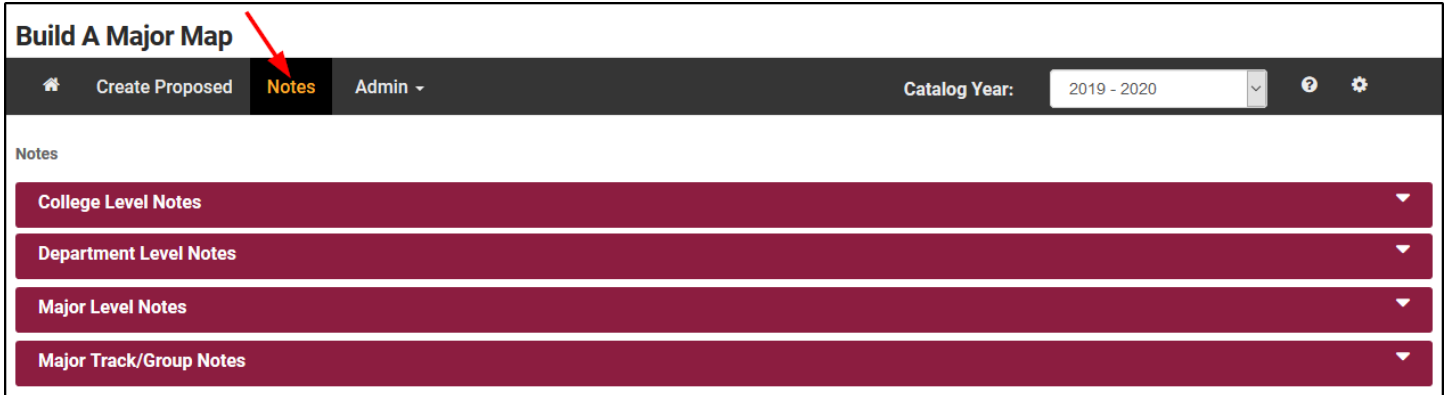
X Complete Mathematics (MA) requirement.

MM

- Pre-health students should take CHM 233 and CHM 237 instead of CHM 231 and CHM 235. See [pre-health website](#) for more information.
- If CHM 233 and 237 are taken, then CHM 234 and 238 must be taken the following semester
- Explore [extracurriculars](#) (i.e. service learning, community service, internships, research, student involvement, shadowing, etc.)
- Attend a [Study Abroad 101 Session](#)
- Explore [minors or certificates](#)

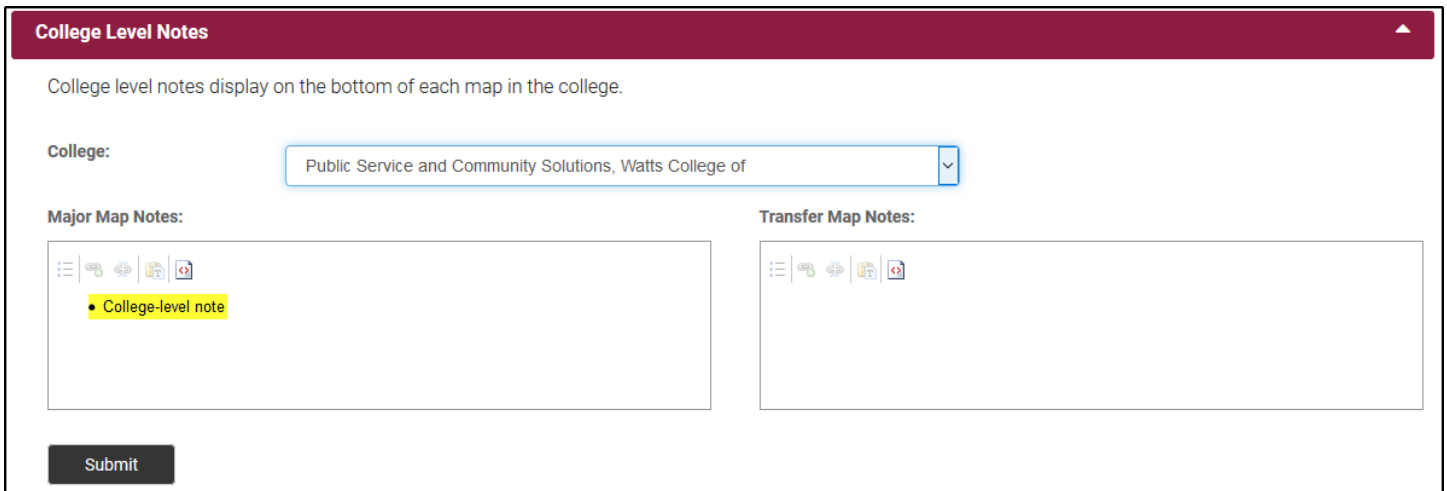
Track/Group, Major, Department, and College Level Notes

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.

Department Level Notes

Department level notes display on the bottom of each map in the department.

College: Public Service and Community Solutions, Watts College of

Department: School of Social Work (CSOCWORK)

Major Map Notes:

- Department-level note

Transfer Map Notes:

Submit

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 tell you the user who last edited the note and the timestamp they did so.

SWU 457: Southwest Borderland Immigration Issues (C)	P
SWU 498: Working With American Indians (L)	P
WST 300: Women and Gender in Contemporary Society (SB & C)	P

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)
- MM
 - Major Level Note
(by arandal5 on 09/06/19 at 9:30 AM)

General University Requirements Legend

Total Hours:	120 minimum	Hours at ASU:	30 minimum
Upper Division Hours:	45 minimum	Resident Credit Hours for Academic Recognition:	56 minimum
ASU Cumulative GPA:	2.00 minimum	Community College Hours:	64 maximum

Additional Major Requirements

Major GPA: 2.00 minimum

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, 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:

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

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:

Term 2 Term Count: 16 - 34.25 Total Credits: 18.25 - 19.25

Add Summer

X ACC 231: Uses of Accounting Information I 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

When you click on the delta, it displays the original requirement at the bottom, what the change was, and when:

ASU M
ASU 1
the W.
Join a
Create

Term 2

X

X MAT
MAT 2

9/6/19 10:51 AM by April Randall from Provost

- The requirement was changed from Term 3 to Term 2

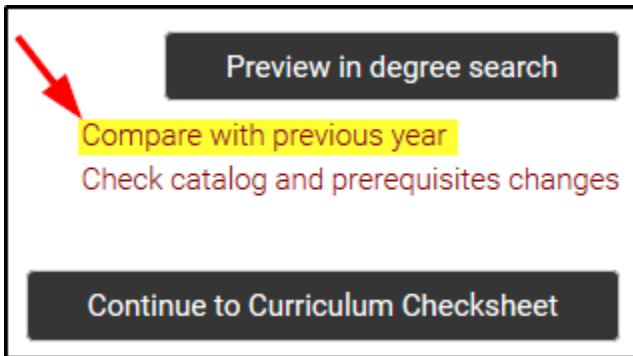
9/7/18 7:17 PM - Original Requirement:

ACC 231: Uses of Accounting Information I
3 Credit Hour(s)

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

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's terms side by side with the previous year's major map.



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**
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CHECKING ENROLLMENT REQUIREMENTS

When you sequence a course that has enrollment requirements, hit refresh, and you will see a green icon with the letter "P" 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 2020-2021, the enrollment requirements pulled in will align with what is present in the catalog effective Fall 2020.

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.

Prerequisites

JMC 474:
Prerequisite(s): Sports Journalism major; JMC 101 or JMC 194 (Grammar for Journalists); JMC 201 with C or better; minimum 2.50 GPA; Credit is allowed for only JMC 473 or JMC 474 or MCO 470 or MCO 494 (Exploring the Business of Journalism)

AND PRE (1 of (JMC 194))
OR 1 of (JMC 101)
AND PRE JMC 201
AND
AND PRE 0 of (JMC 473)
AND 0 of (MCO 470)
AND 0 of (MCO 494)

PRE 1 is for prerequisites and you want this to display green.
PRE 0 is for antirequisites and you want this to display red.
OR 1 means there are several courses that will satisfy the prerequisite. As long as at least one row is green, the prerequisite is satisfied.
CO 1 is for corerequisites and you want this to display green. Ensure that the courses are in the same term.

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 BAMB.

Prerequisites ✕

AMT 280:
 Prerequisite(s): Applied Science (Aviation) BAS major or Air Traffic Management BS major or Aeronautical Management Technology BS major; Pre- or corequisite(s): PHY 111; PHY 113

OR
 OR
 OR
 OR
 OR
 AND CO 1 of (PHY 111)
 AND 1 of (PHY 113)

You will have to read the enrollment requirements text, since the coding for these types of enrollment requirements does not display in BAMB.

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 the 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 if the prerequisite is present in an earlier term, it is **not** an optional course in an earlier term but rather a required course. If the prerequisite is only an option, there's no way to ensure the student will choose the course they need.

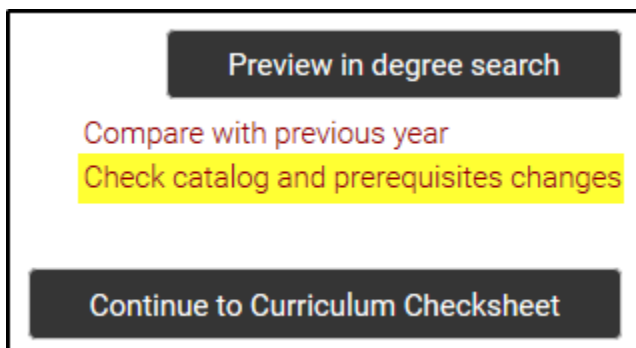
There are four options when enrollment requirements are not met:

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 (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.

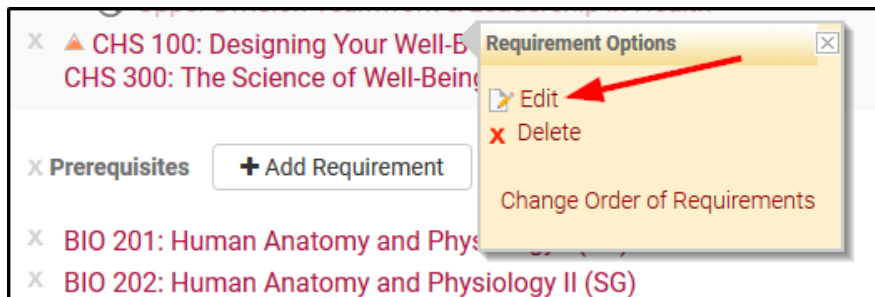


Catalog Changes

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



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

Add Course Requirement

to College Core Requirements

Requirement Type:

Course 1

Requirement Type:

Course: [Course Catalog](#) **Course not yet approved?**

Course Title: Designing Your Well-Being (SB)

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.

Course 1

Requirement Type: Single Course

Course: CHS 100 Course Catalog Course not yet approved?

Course Title: Optimizing Your Health and Performance (SB)

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's 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 prefixes and/or numbers. In this particular situation, the course had been inactivated by the unit. As a result, this course needs to be removed from the major map.

Courses with changes

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

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

Prerequisite Changes

The bottom section of the report displays information regarding 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	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) 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)	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 help bring these potential concerns to light so that units can be proactive in resolving any enrollment requirement issues. It is still suggested that the enrollment requirements for all courses on major maps are reviewed, but this report highlights courses that may require extra attention.

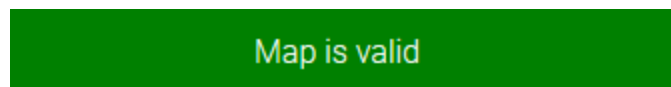
There are four options when enrollment requirements are not met:

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

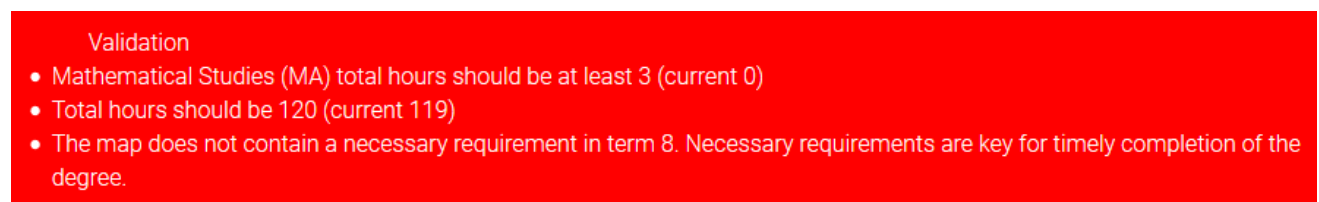
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Other Major Map Requirements and Guidelines

- The philosophy behind the major map is to create the **ideal** path to graduation for an incoming freshman.
- **Freshman Year Courses:** Identify courses in which freshmen 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:










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.



- **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 hours are listed in the term (see screenshot below).

Term 4 44 - 57 Credit Hours Critical course signified by 		Hours
 HCR 210: Ethics for the Health Care Professional (HU) OR HCR 220: Introduction to Health Professions and the U.S. Health Care System (H) OR HCR 230: Culture and Health (C & G)		3
 HCR 240: Human Pathophysiology		4
 NTR 241: Human Nutrition		3
Elective		3
 Minimum 3.50 GPA ASU Cum Milestone: Completion of all r fingerprint clearance card, ba the Traditional Prelicensure C	Course description: Principles of human nutrition. Emphasizes nutrient metabolism and the relationships between diet and disease. Enrollment requirements: Prerequisite(s): CHM 101, 113, or 114	
		13
Term 5 57 - 73 Credit Hours Ne	Units: 3	Hours
 NUR 311: Pharmacology in N	Repeatable for credit: No	3
 NUR 325: Health and Illness (General Studies: No	3

NTR 241: HUMAN NUTRITION

Course description: Principles of human nutrition. Emphasizes nutrient metabolism and the relationships between diet and disease.

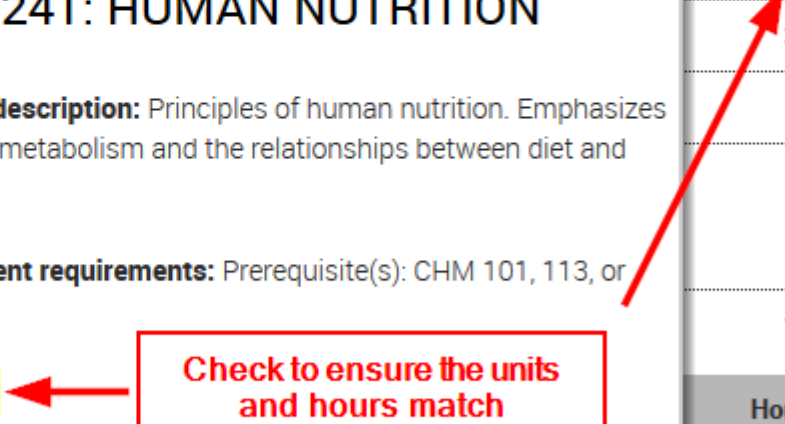
Enrollment requirements: Prerequisite(s): CHM 101, 113, or 114

Units: 3

Repeatable for credit: No

General Studies: No

Check to ensure the units and hours match



- **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.

Add Course Requirement

to BGS Cluster #1

Requirement Type:

University Elective
 Subject Elective
 Course Elective

Courses:

Free Text:

Link to track group :

Level:

Add recommended course

Add hidden courses

Units: Min Grade: Critical: Necessary:

Check this box to link the requirement to the track/group section of the major map

- 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.

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

X Complete First-Year Composition requirement. optional

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

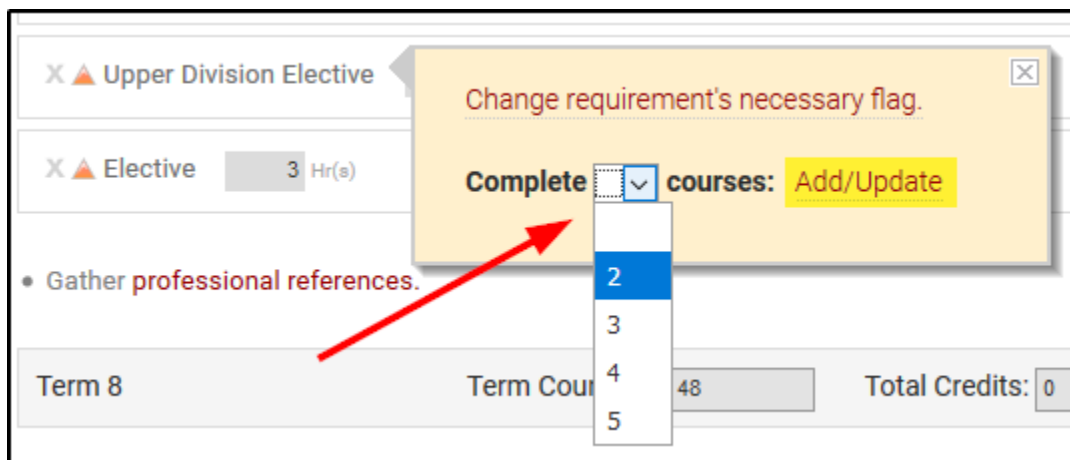
X ◆ Complete Mathematics (MA) requirement.

- 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 freshman 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 three whenever possible. If a course says 6 hours, it should say, "Complete 2 courses". If a course says 9 hours, it should say, "Complete 3 courses".

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.

- 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 a ground major map must also be specific requirements on an Online major map.
- All courses on Online maps *must* have the oCourse attribute.
- Online map track/groups lists may be a subset of options from the ground map in order to only include those courses that are 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 your preferred math.** Do not build in prerequisites. For example, if you want the students to take MAT 170 first, do not also list MAT 117 (one of the prerequisites). Your college or school's DARS encoder can work with you to encode the prerequisites behind the scenes. This will help you see in the eAdvisor Tracking Tool that the student is progressing towards completion of that requirement but has not successfully done so yet.
 - b. **Do not follow a noncritical course with a critical completion check.** Completion checks are checked at the end of the term. As a result, this doesn't allow us to determine if the student is enrolled in the right courses at the start of the term, and a student could potentially fall behind two semesters before displaying as "off-track". In the example below, if the student doesn't sign up for ACC 242 or fails it, 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


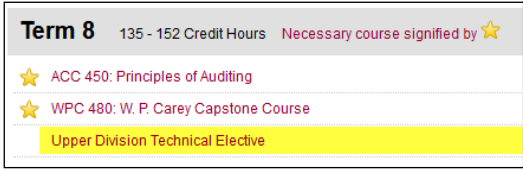
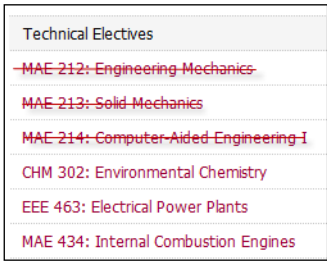
2. The way General Studies requirements are designed can have a significant impact on tracking student success. Here are a few things to avoid:

Things to Avoid	Solution	Why?
HU or SB	<p>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."</p> 	To help ensure that a student earns enough hours of both designations, especially when this requirement repeats in more than two terms.
Splitting apart UD HU or SB	<p>Keep UD HU or SB together. Only split them apart if you prefer one to taken in a particular term.</p> 	In Udirect there is a prebuilt UD HU or SB requirement. If they are split, we have to encode a special requirement. Be intentional.

<p>A list of courses OR'd with a General Studies course</p>	<p>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.</p> <div data-bbox="399 394 1036 541" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>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)</p> </div>	<p>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.</p>
<p>An elective paired with a General Studies. (Ex. Elective or L)</p>	<p>See previous example. What is the ideal path? List the ideal path on the major map.</p> <div data-bbox="477 688 912 793" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Elective OR Literacy and Critical Inquiry (L)</p> </div>	<p>Again, the eAdvising Tracking Tool cannot accurately check for both of these at the same time.</p>
<p>Overloading on generic HU and/or SB requirements</p>	<p>Please ensure that your major map contains the appropriate amount of General Studies. The major map should require 15 total hours of HU/SB.</p>	<p>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.</p>
<p>Listing (SQ OR SG) before SQ</p>	<p>If you do not require specific science courses, please ensure that you list the SQ requirement first:</p> <div data-bbox="440 1276 911 1663" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Term 2 - A 14 - 20 Credit Hours</p> <p>ECN 211: Macroeconomic Principles (SB) OR ECN 212: Microeconomic Principles (SB)</p> <p>Natural Science - Quantitative (SQ)</p> <hr/> <p>Term 4 - B 54 - 60 Credit Hours</p> <p>ACC 241: Uses of Accounting Information II</p> <p>Natural Science - Quantitative (SQ) OR Natural Science - General (SG)</p> </div>	<p>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.</p>

<p>Splitting Out Awareness Areas (C, G or H)</p>	<p>As much as possible, it is recommended that the awareness areas are paired with either a HU or a SB:</p> <p>Humanities, Arts and Design (HU) AND Historical Awareness (H)</p> <p>Social-Behavioral Sciences (SB) AND Global Awareness (G)</p> <p>Social-Behavioral Sciences (SB) AND Cultural Diversity in the U.S. (C)</p>	<p>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.</p>
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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?
<p>Two of the same requirement in one term, but one is necessary and the other is not. (This also applies to critical requirements.)</p>	<p>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.</p>  <p>Instead of listing the same requirement twice, you should combine these two 3 hour requirements into one 6 hour requirement.</p>	<p>Cannot drag the same requirement into a term more than once, so it has to be combined.</p>
<p>Lower division courses listed in track/group where only upper division courses are supposed to be taken</p>	<p>If you specifically require upper-division courses, please only list 300- or 400-level courses in the track group.</p>  	<p>The student cannot truly take those lower-division courses and still meet the requirement. Also, the graduation audit will not include those lower-division courses.</p>

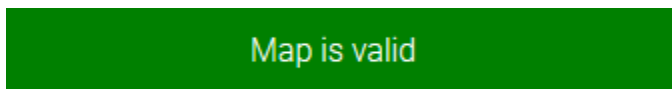
<p>Splitting apart electives into less than three hours</p>	<p>As much as possible, try to keep electives in blocks of three credit hours.</p> <div data-bbox="396 281 951 344" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Complete 2 courses: 6 C Related Area Course</p> </div>	<p>Blanks 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).</p>
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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. Enter any comments/communication notes that are needed. 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. 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 BMM. 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.

School of Sustainability						
Majors						
Minors/Certificates						
Program	Plan Code	Status	Department Review	College Review	Provost Review	DARS Review
Energy and Sustainability (Certificate)	SUESUCERT	Provost Review		11/13/2018 (bjay2)	Review	
Sustainability (Minor)	SUSUSMIN	Provost Review		11/13/2018 (bjay2)	Review Locked by you	
Sustainable Food Systems (Certificate)	SUFSUCERT	Empty				
Proposed						

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 BMM, but on the catalog page. The "Preview in Degree Search" button will only show you how the BMM portions will display in Degree Search.

Program Requirements	Credit Hours	Min. Grade
<p>X ▲ The digital innovation certificate is available to all majors. To earn the certificate, students must complete all courses with a grade of "C" (2.00 on a scale of 4.00) or higher. No more than six credit hours may be shared between the certificate and other degree programs, minors, and/or other certificates.</p> <p>+ Add Requirement Notes</p>		
Course Requirements	Credit Hours	Min. Grade
<p>+ Add Category</p> <p>+ Add Requirement Notes</p> <p>X Required Courses -- 18 credit hours + Add Requirement Note</p> <p>X CIS 105: Computer Applications and Information Technology (CS) P H 3 C</p> <p>X CIS 235: Introduction to Information Systems P 3 C</p> <p>X CIS 300: Web Design and Development P 3 C</p> <p>X CIS 308: Advanced Excel in Business P 3 C</p> <p>X CIS 311: Business Project Management P 3 C</p> <p>X CIS 312: Business Mobile Commerce and Monetization P 3 C</p>		
Additional Requirements	Credit Hours	Min. Grade
<p>+ Add Category</p> <p>Depending on a student's undergraduate program of study, prerequisite courses may be needed in order to complete the requirements of this certificate.</p>		

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.

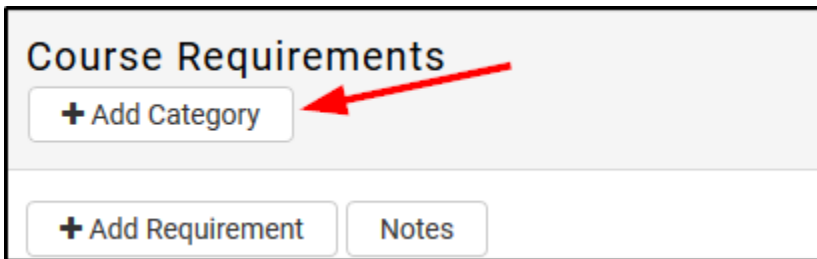
Program Requirements
<p>X The certificate in Energy and Sustainability consists of 12 credit hours, which must be upper-division.</p> <p>X A GPA of 2.50 is required for all courses completed in the minor.</p> <p>+ Add Requirement Notes</p>
<p>Requirement Options</p> <p>Edit ←</p> <p>Delete</p>
Course Requirements

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.

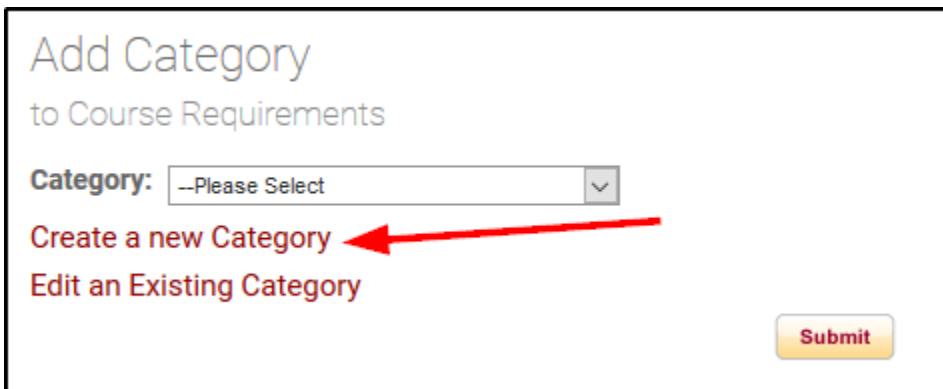
Adding/Editing Categories

1. Click the "Add Category" button under Course Requirements.



The screenshot shows a grey header box titled "Course Requirements". Below the header, there are three buttons: "+ Add Category", "+ Add Requirement", and "Notes". A red arrow points to the "+ Add Category" button.

2. Click on "Create a new Category" and the pop up window will expand.



The screenshot shows a pop-up window titled "Add Category to Course Requirements". It contains a dropdown menu labeled "Category:" with "--Please Select" and a downward arrow. Below the dropdown, there are two options: "Create a new Category" and "Edit an Existing Category". A red arrow points to "Create a new Category". At the bottom right, there is a yellow "Submit" button.

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", enter the total credit hours of courses 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 a section header, you can enter "0" in the credit hours field and the "0 credit hours" won't appear on Degree Search.
5. Click Submit.

Add Category
to Course Requirements

Category: --Please Select

Create a new Category
Edit an Existing Category

New Category: Energy Electives

Credit hours – Minors/Certs only 9

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.

Add Category
to Course Requirements

Category: --Please Select

Create a new Category
Edit an Existing Category

Energy Electives -- 9 credit hours
Required Core Courses -- 9 credit hours
Sustainability Elective Courses -- 6 credit hours

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 keep 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.

Course Requirements


+ Add Category

+ Add Requirement

Notes

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

Add Category
to Course Requirements


Category: 

Create a new Category

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.

Add Category
to Course Requirements

Category: 

Create a new Category

Edit an Existing Category

Edit Category:



Credit hours – Minors/Certs only

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.

  Energy Electives -- 9 credit hours

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

The screenshot shows a web form titled "Add Course Requirement to Energy Electives". The "Requirement Type" is set to "Single Course" in a dropdown menu. The "Course" field contains "GLG" in a yellow box and "304" in a white box, with a "Course Catalog" button and the text "Course not yet approved?". The "Course Title" is "Minerals, Energy, and Society". Below this is a section for "Add hidden courses" with "Units" set to "3" and "Min Grade" set to "C" in a dropdown menu. A "Notes" text area is empty. At the bottom, a "Preview" section shows "GLG 304: Minerals, Energy, and Society" and "3 Credits".

3. Click Submit.
4. Repeat steps 1-3 for all courses.

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 prefix, new number, new GS 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.
- 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:

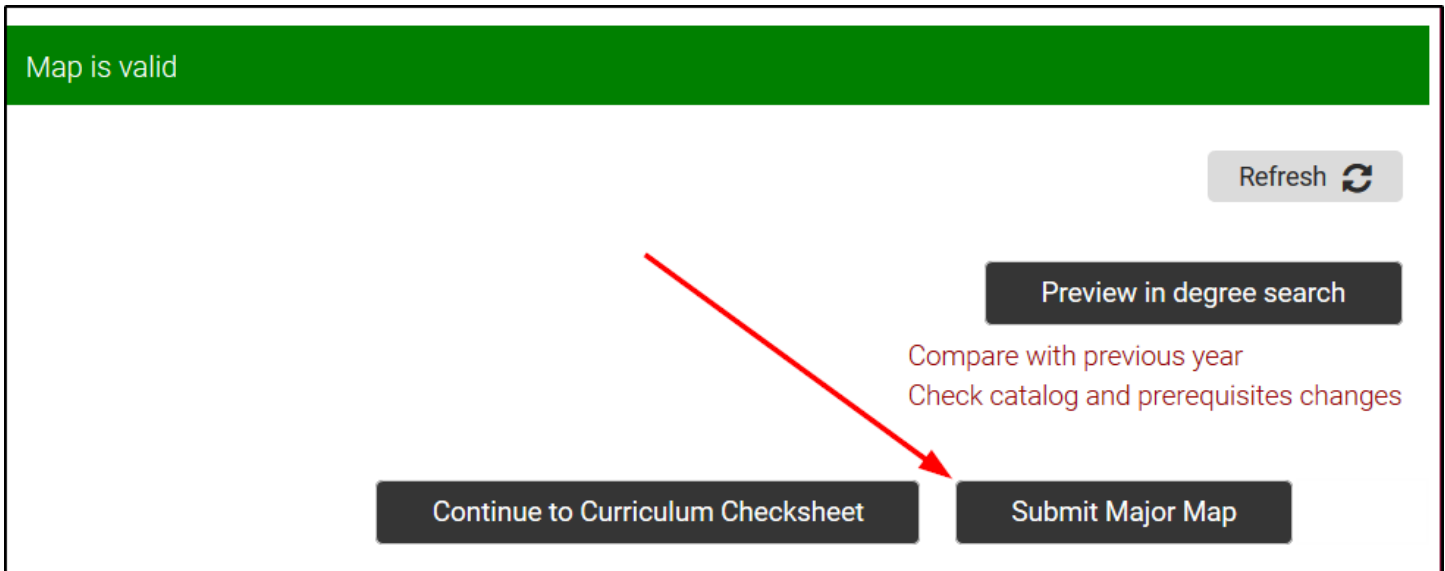
Validation

- 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 very 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. Once you check the box, you may submit your map to the next review level.

Would you like to add a comment? (optional)



Empty text area for adding a comment.

Check catalog and prerequisites changes here

Yes, I have checked the catalog and prerequisite changes and made all of the known updates at this time.



Submit

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