



Build A Major Map Training

Updated for fall 2017

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CONTACTS AND RESOURCES

- Email: majormaps@asu.edu
- [My ASU](#) > Service Tab > Service Articles > search "BAMM"
- catalog.asu.edu/BAMM (college catalog coordinators can request additional access to this page, if required)

APPLICATION URL

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

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

WORKFLOW and PERMISSIONS

Upon logging in, the home screen displays ASU's colleges and schools, along with five columns that keep an up-to-date count of where major maps are in the workflow.

If your college or school decides to give users access at a department level, the first column (Department Review) is where every major map will start at the beginning of the annual review cycle. If your college decides to give users access at the college level, then the second column (College Review) is where every major map will begin its review. The "Change" link next to the catalog year allows you to change which catalog year you are viewing.

Home [Settings](#)

Academic Programs for catalog year: 2017-2018 [Change](#)

College	Department Review	College Review	Provost Review	DARS Review	Completed
Business, W. P. Carey School of	0	69	0	0	0
Design & the Arts, Herberger Institute for	1	68	0	0	0
Engineering, Ira A. Fulton Schools of	0	60	0	0	0
Future of Innovation in Society, School for the	0	2	0	0	0
Global Management, Thunderbird School of	0	16	0	0	0
Health Solutions, College of	0	30	2	0	0
Honors - Barrett, The Honors College	0	1	0	0	0
Interdisciplinary Arts & Sciences, New College of	0	61	1	0	0
Journalism & Mass Communication, Walter Cronkite School of	0	12	0	0	0
Letters & Sciences, College of	0	50	0	0	0
Liberal Arts & Sciences, College of	0	142	0	0	0
Nursing and Health Innovation, College of	0	13	0	0	0
Public Service and Community Solutions, College of	0	41	0	0	0
Sustainability, School of	0	5	0	0	0
Teachers College, Mary Lou Fulton	0	27	0	0	0
Other	0	0	0	0	0

In the above image, it shows that W. P. Carey has 69 maps created and currently being reviewed at the college level.

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

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

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

Provost level access: You can see any major map at any time and review maps once they are submitted to the provost review stage. Once the major map is approved by the Office of the University Provost, it is submitted to the DARS level.

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

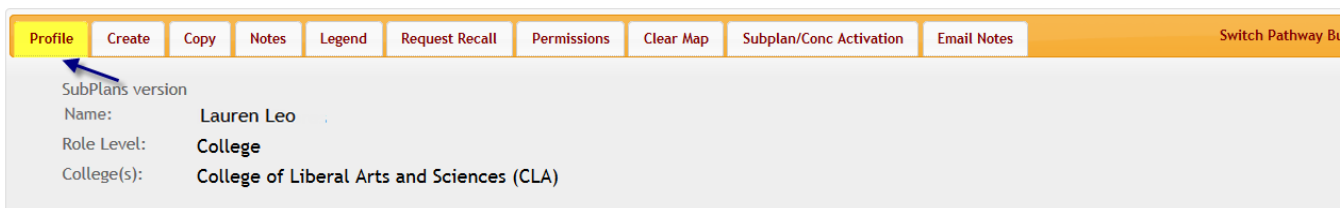
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SETTINGS

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

Profile tab

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



Profile	Create	Copy	Notes	Legend	Request Recall	Permissions	Clear Map	Subplan/Conc Activation	Email Notes	Switch Pathway B
SubPlans version										
Name: Lauren Leo										
Role Level: College										
College(s): College of Liberal Arts and Sciences (CLA)										

Create tab

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 and use until the proposal is approved. It will never be visible to students and will only go to the provost level of the review cycle. To create a temporary major map, go to "Settings", and then click on the "Create" tab.

Choose your college, which department the program is in, the type of degree, and catalog year. Give your plan a name, and it will automatically generate a temporary plan code. If this new program is very similar to a current program, you can opt to copy the requirements from a current major map to this temporary major map. This can save a lot of time because instead of starting from scratch, all you will need to do is just edit a few requirements.

Once you click submit, you will find your proposed major map in the bottom section of your college's page, beneath the certificates and minors section:

Working with Military Families (Certificate)	DARS Review	09/22/2016 (dltucke2)	11/28/2016 (pfarmer)	01/27/2017 (blandish)	Recall
Writing (Liberal Arts and Sciences) (Certificate)	DARS Review	09/22/2016 (lindajs)	11/08/2016 (pfarmer)	01/27/2017 (blandish)	Recall
2018 ILC (Arabic Concentration) (BA) (Proposed)	College Review				
2018 ILC (Arabic) BA (BA) (Proposed)	Department Review				

Copy tab

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

Notes tab

This tab is where you enter notes that you would like to appear on a major map (except term notes). If you have department access, you can create notes on the major level, for any of the majors within your department. If you have college access, you can create a college level note that will display on all major maps within your college, as well as the ability to add notes on any individual major maps within your college.

There are two areas where the notes will be displayed. Some notes will be located directly above the legend, in the order of: 1) university-wide notes, 2) college-wide notes, 3) major-specific notes. The other location for notes will be directly above the track/group course list(s). These notes should be used for specific directions related to the tracks or groups.

Legend tab

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

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

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

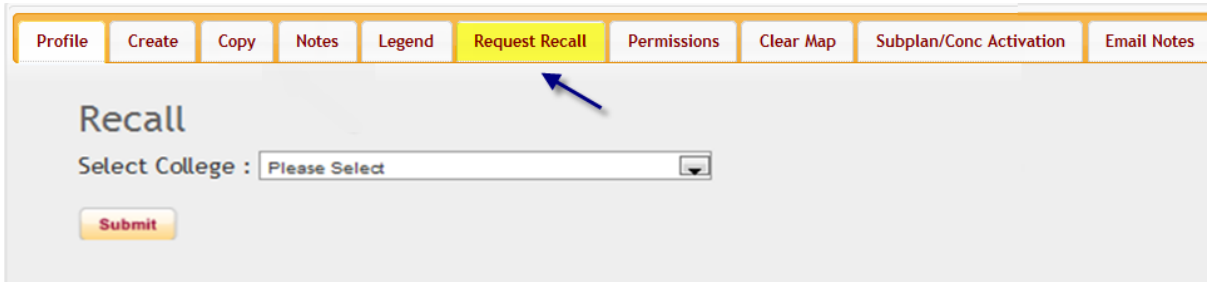
- Provost level access: Can update the cumulative GPA, the hours of resident credit for academic recognition, the total community college hours, and the upper-division hours. These changes would apply to all degree programs. The provost level can also update total college residency hours for an entire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

Total Hours: 120
Upper Division Hours: 45 minimum
Major GPA: 2.50 minimum
Cumulative GPA: 2.00 minimum
Total hrs at ASU: 30 minimum
Hrs Resident Credit for Academic Recognition: 56 minimum
Total Community College Hrs: 64 maximum

← Legend displayed at the bottom of major maps.

Request Recall tab

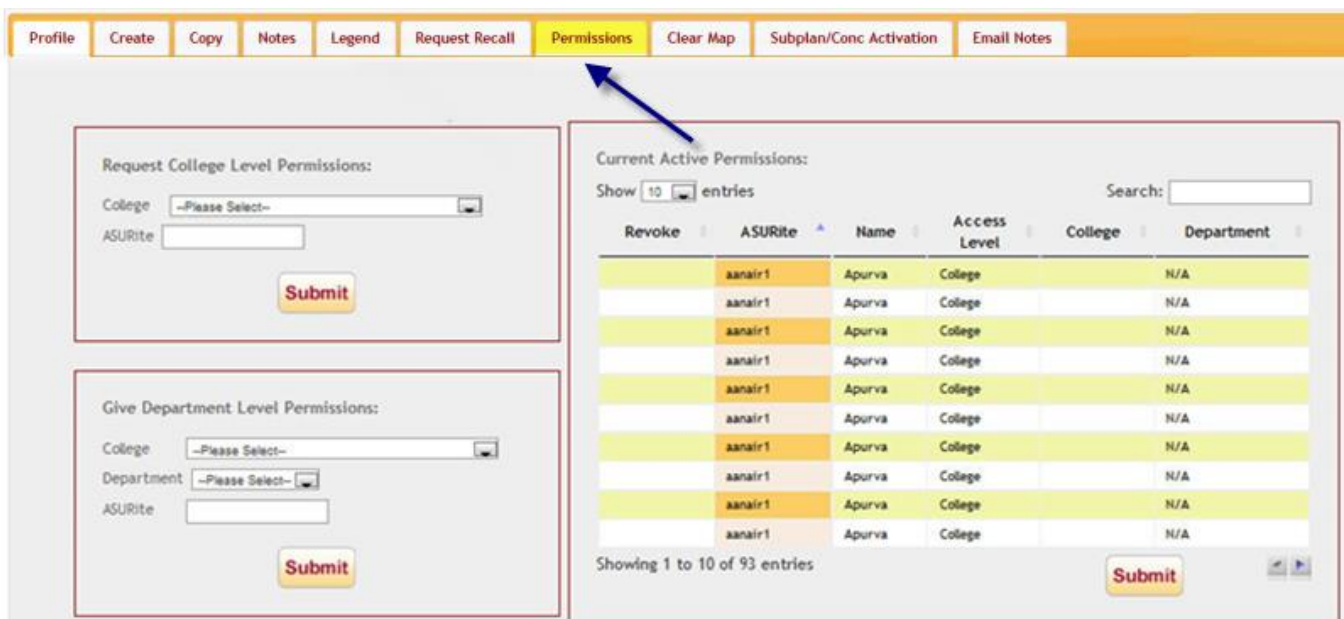
This is where users with College level or Provost level access can approve or deny requests to recall maps that are locked at their review level. A college can also request the recall of every map within their college in one step. This might be used if a college wanted to change a core requirement on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



Permissions tab

The permissions tab is where you can request access as well as approve access. What you can do in this tab depends on your level of permissions.

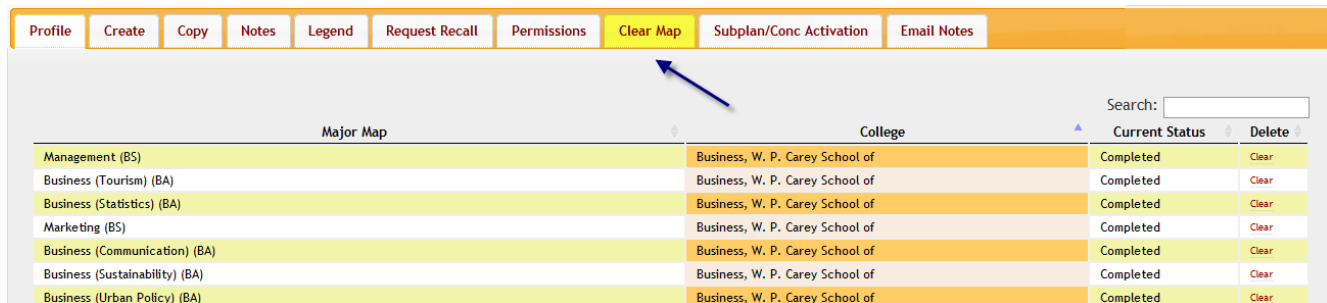
- Department level access: You will not see the permissions tab at all.
- College level access: You will have a permissions tab, and can:
 - give someone department level access within your college
 - request college level access for another asurite
 - see who else has college and department level access within your college
- Provost level access: You will have a permissions tab, and you can:
 - give someone DARS, college, or provost level access
 - approve college or DARS level requested access
 - see everyone who has any level of access in the application
- DARS level access: This is the only tab you will see in Settings, and the only function in this tab is the ability to request DARS access for a specific asurite.



Clear Map tab

The clear map tab is where users with department, college or provost level access can delete major maps.

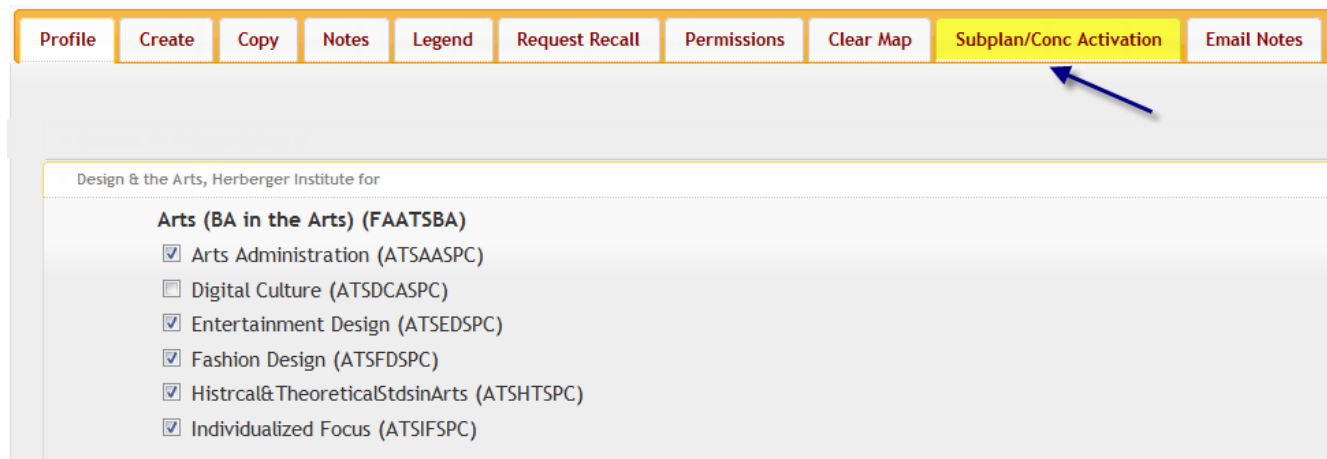
CAUTION: ONCE A MAJOR MAP IS CLEARED, IT IS NOT POSSIBLE TO RETRIEVE THE DATA. IT IS GONE FOREVER.



Major Map	College	Current Status	Delete
Management (BS)	Business, W. P. Carey School of	Completed	Clear
Business (Tourism) (BA)	Business, W. P. Carey School of	Completed	Clear
Business (Statistics) (BA)	Business, W. P. Carey School of	Completed	Clear
Marketing (BS)	Business, W. P. Carey School of	Completed	Clear
Business (Communication) (BA)	Business, W. P. Carey School of	Completed	Clear
Business (Sustainability) (BA)	Business, W. P. Carey School of	Completed	Clear
Business (Urban Policy) (BA)	Business, W. P. Carey School of	Completed	Clear

Subplan/Conc Activation tab

If you have college or provost level access, you will have the Subplan/Conc Activation tab. This is where you can see if a program has subplans and check those that need to display in your BAMB queue. For example, there were five subplans for Arts (BA in the Arts). If the boxes are not checked, these BAMB shells will not display in the list (queue) of Herberger's major maps.



Subplan/Conc Activation
Design & the Arts, Herberger Institute for
Arts (BA in the Arts) (FAATSBA)
<input checked="" type="checkbox"/> Arts Administration (ATSAASPC)
<input type="checkbox"/> Digital Culture (ATSDCASPC)
<input checked="" type="checkbox"/> Entertainment Design (ATSEDSPC)
<input checked="" type="checkbox"/> Fashion Design (ATSFDSPC)
<input checked="" type="checkbox"/> Historical & Theoretical Studies in Arts (ATSHTSPC)
<input checked="" type="checkbox"/> Individualized Focus (ATSIFSPC)

Email Notes tab

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

Profile	Create	Copy	Notes	Legend	Request Recall	Permissions	Clear Map	Subplan/Conc Activation	Email Notes
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Receive email notifications when a map is submitted to your level:

Receive email notifications when requested for recall from your level:

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OVERVIEW: VIEWING AND EDITING MAJOR MAPS

On the home screen, click on your college (e.g. College of Health Solutions).

Home [Settings](#)

Academic Programs for catalog year: 2017-2018 [Change](#)

College	Department Review	College Review	Provost Review	DARS Review	Completed
Business, W. P. Carey School of	0	69	0	0	0
Design & the Arts, Herberger Institute for	1	68	0	0	0
Engineering, Ira A. Fulton Schools of	0	60	0	0	0
Future of Innovation in Society, School for the	0	2	0	0	0
Global Management, Thunderbird School of	0	16	0	0	0
Health Solutions, College of	0	30	2	0	0
Honors - Barrett, The Honors College	0	1	0	0	0
Interdisciplinary Arts & Sciences, New College of	0	61	1	0	0
Journalism & Mass Communication, Walter Cronkite School of	0	12	0	0	0
Letters & Sciences, College of	0	50	0	0	0
Liberal Arts & Sciences, College of	0	142	0	0	0
Nursing and Health Innovation, College of	0	13	0	0	0
Public Service and Community Solutions, College of	0	41	0	0	0
Sustainability, School of	0	5	0	0	0
Teachers College, Mary Lou Fulton	0	27	0	0	0
Other	0	0	0	0	0

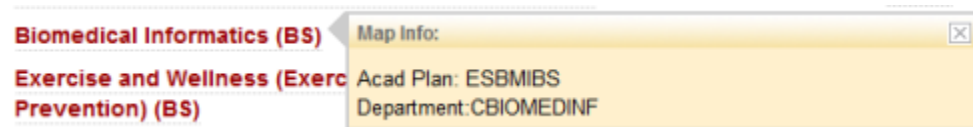
The next page will display all of the active maps in the college or school you chose (see below).

Academic Programs for catalog year: 2017-2018 [Change](#)

College of Health Solutions

Map	Status	College Review	Provost Review	DARS Review	Completed
Applied Science (Food Service Management) (BAS)	Empty	Create			
Applied Science (Health Sciences) (ONLINE) (BAS)	Empty	Create			
Applied Science (Health Sciences) (BAS)	Empty	Create			
Applied Science (Medical Laboratory Science) (BAS)	Empty	Create			
Biomedical Informatics (BS)	College Review	Review			
Exercise and Wellness (Exercise for Obesity Prevention) (BS)	College Review	Review			
Exercise and Wellness (Fitness and Wellness Specialist) (BS)	College Review	Review			
Exercise and Wellness (Strength and Conditioning Specialist) (BS)	College Review	Review			

The map column displays the title of the major map. If you right click on the title of the major map, it shows you the academic plan code, the department code, and academic subplan (if applicable).



The second 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.

The lock symbols are two different colors. If the lock is gray, it means that you, personally, 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.

The example below shows how the curriculum checksheet is divided up into three sections: University Requirements, Major Requirements, and Electives.

2015 Sequencing View for African and African American Studies (BA)

College of Liberal Arts and Sciences

LAAFRBA

University Requirements

First-Year Composition

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

First-Year Seminar

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

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

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

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

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

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

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

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

Global Awareness (G) (Three semester hours.)

Historical Awareness (H) (Three semester hours.)

Major Requirements

Electives

Within the section titled "University Requirements", the categories are already created. "Literacy and Critical Inquiry (L)" is an example of a category. You will add specific requirements under these categories. First-Year Composition is also prepopulated. Within the sections titled "Major Requirements" and "Electives", you can build your own program-specific categories.

The curriculum checksheet should be organized in the same fashion as the graduation audit (DARS) for the degree.

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

Below that, where the red text is displaying, shows if there is validation on this particular major map. Since this is an empty, proposed major map, it is missing all of the General Studies requirements, as well as the minimum required upper-division credit hours, the minimum total credit hours for degree completion, and critical and necessary requirements.

Notes

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

Total Hours: 0

Total Upper Division Hours: 45 minimum

Cumulative GPA: 2.00 minimum

Major GPA: 2.00 minimum

Total Hrs at ASU: 30 minimum

Hrs Resident Credit for

Academic Recognition: 56 minimum

Total Community College Hrs: 64 maximum

General University Requirements Legend

General Studies Core Requirements:

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

General Studies Awareness Requirements:

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

First-Year Composition

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

Major Map Validation (Refresh)

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

Once the major map has met all of these requirements, you will see the following note in the bottom left corner:

Major Map is valid (Refresh)

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

1. click anywhere 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 link called "Lock Major Map," which will lock the map once you click on it.

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

Major Requirements		Credit Hours	Min. Grade
<div style="border: 1px solid gray; padding: 2px; display: inline-block;">Category</div> Add Requirement Course Milestone GPA Check			
X Lower Division			
X	◆ CHM 114: General Chemistry for Engineers (SQ) OR CHM 116: General Chemistry II (SQ)	4	
X	◆ PHY 121: University Physics I: Mechanics (SQ)	3	C
X	◆ PHY 122: University Physics Laboratory I (SQ)	1	C
X	◆ PHY 131: University Physics II: Electricity and Magnetism (SQ)	3	C
X Major Upper Division			
X	IEE 380: Probability and Statistics for Engineering Problem Solving (CS)	3	
X	CEE 300: Engineering Business Practice (L)	3	C
X	★ CEE 321: Structural Analysis and Design	4	C

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

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

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, click the gold button that says "course" under the category that you would like to add a requirement to.

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

2015 Sequencing View for (Read Only)

Community Advocacy and Social Policy (BA)

College of Public Service and Community Solutions

PPCASPB

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 Hr(s) /Grd: C

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

First-Year Seminar

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

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

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

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

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

◆ Complete Mathematics (MA) requirement.

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

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

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

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

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

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

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

Global Awareness (G) (Three semester hours.)

Add Term

Total Hours Upper Division Hours Copy term notes: +

Term 1	Term Count: <input type="text" value="0 - 16"/>	Total Credits: <input type="text" value="16"/>	Notes
Add Summer			
<p>X ◆ SWU 171: Introduction to Social Work (SB & H) 3 Hr(s) /Grd: C</p> <p>X ◆ PSY 101: Introduction to Psychology (SB) OR SOC 101: Introductory Sociology (SB) 3 Hr(s) <input type="checkbox"/></p> <p>X ASU 101-CPP: The ASU Experience 1 Hr(s) <input type="checkbox"/></p> <p>X CRJ 100: Introduction to Criminal Justice (SB) 3 Hr(s)</p> <p>X MAT 142: College Mathematics (MA) 3 Hr(s) <input type="checkbox"/></p> <p>X ENG 101 or ENG 102: First-Year Composition OR ENG 105: Advanced First-Year Composition OR ENG 107 or ENG 108: First-Year Composition 3 Hr(s) /Grd: C</p> <p>X Milestone: Meet with an academic advisor</p> <ul style="list-style-type: none"> • An SAT, ACT, Accuplacer, or TOEFL score determines placement into first-year composition courses • ASU Math Placement Exam score determines placement in Mathematics course • ASU 101 or College specific equivalent First Year Seminar required of all freshman students • ASU 101 is for ASU freshman students only and is not required for transfer students 			
Add Summer			
<p>Term 2 Term Count: <input type="text" value="17 - 32"/> Total Credits: <input type="text" value="16"/> Notes </p> <p>X ◆ ECN 211: Macroeconomic Principles (SB) or SWU 181: Economics: A Social Issues Perspective OR PHI 101: Introduction to Philosophy (HU) or PHI 105: Intro to Ethics (HU) or SWU 183: Introductory Ethics: A Social Issues Perspectives OR POS 110: Government and Politics (SB) or SWU 182: Social Services Perspective of Government (SB) 3 Hr(s) <input type="checkbox"/></p> <p>X ENG 101 or ENG 102: First-Year Composition OR ENG 105: Advanced First-Year Composition OR ENG 107 or ENG 108: First-Year Composition 3 Hr(s) /Grd: C</p>			

When a major map is newly created, the eight terms on the right will be empty. For online major maps, the terms are split into session A and session B and are numbered up to 10B.

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

- 1) The link in the top left corner:



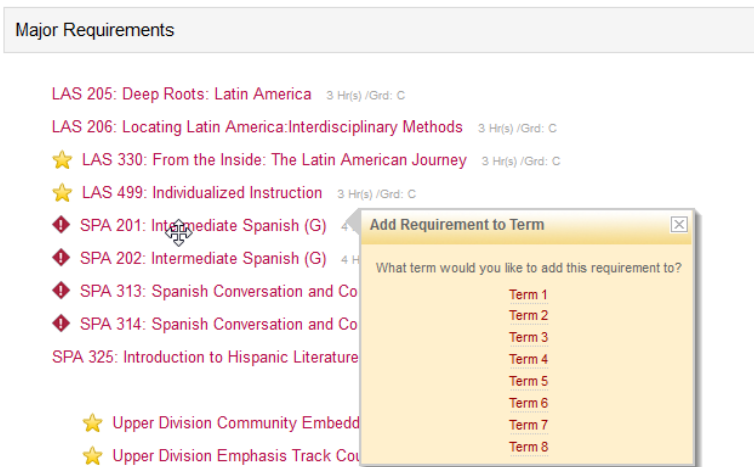
- 2) Or the link in the bottom right corner:

General Studies designations listed on the map are current for the 2017 - 2018 academic year.



[Check catalog and prerequisites changes](#)

On the sequencing page, you will 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 would like to add that requirement.



If a requirement is not being used in any term on the major map, the icon highlighted in the screen shot below will appear next to the requirement to indicate this:

University Requirements

First-Year Composition


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

First-Year Seminar

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

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

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

 PSY 101: Introduction to Psychology (SB) 3 Hr(s)

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

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ADDING COURSE REQUIREMENTS

Creating a Category

First, if there isn't already a category, add one. Requirements should not be added without a category. Remember, the curriculum 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 form 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 titled "Create a new Category", and a new text field box will appear:

Type in the title of the category and click the submit button. This will automatically add your new category to the bottom of the drop-down menu, where you can then select your newly created category.

If you make an error when you are creating your category (e.g. spelling), choose the newly created category from the drop-down menu, and then click the link titled "Edit an Existing Category." This will bring up the text box again so that you can make the necessary changes.

Creating a Single Course Requirement

Now that you have a category, it's time to add requirements to it. This example shows how to add the courses from Term 2 for the Computer Information Systems degree 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	

Click the Course button under the Major Requirements category, as ACC 231 is a major requirement.

Major Requirements

Category

Add Requirement **Course** **Milestone** **GPA** **Check**

× Major Requirements

Add Requirement **Course** **Milestone** **GPA** **Check**



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 (Major Requirements).

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

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

Add Course Requirement
to Major Requirements

Requirement Type: **Single Course**

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

Course Title:

Add hidden courses

Units: Min Grade: Critical: Necessary:

Notes:

Preview:

Now you can choose a Minimum Grade, 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.

In the light gray box at the bottom of the screenshot, you can see a preview of what the requirement will look like on the checksheet. This allows you to ensure that the requirement is correct before hitting submit.

Add Course Requirement
to Major Requirements

Requirement Type:

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

Course Title: Uses of Accounting Information I

Add hidden courses

Units: Min Grade: Critical: Necessary:

Notes:

Preview:

ACC 231: Uses of Accounting Information I 3 Credits

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.

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

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 Major Requirements category, click the Course button again. This time choose "Multiple Course" from the drop-down.

Add Course Requirement
to Major Requirements

Requirement Type:

Course 1
Requirement Type:
Course: [Course Catalog](#) [Course not yet approved?](#)
Course Title:

[Add hidden courses](#)

Add an requirement

Units: Min Grade: Critical: Necessary:

Hide course titles:

Notes:

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

Course 1
Requirement Type:
Course: [Course Catalog](#) [Course not yet approved?](#)
Course Title: Macroeconomic Principles (SB)

[Add hidden courses](#)

OR Course 2
Requirement Type:
Course: [Course Catalog](#) [Course not yet approved?](#)
Course Title: Microeconomic Principles (SB)

[Add hidden courses](#)

Add an requirement

Units: Min Grade: Critical: Necessary:

In this case, these courses need a Min Grade of "C" and the requirement needs to be marked critical. You can see the preview at the bottom for how the multiple course requirement will look:

Units: Min Grade: Critical: Necessary:

Hide course titles:

Notes:

Preview:

<p>⚠ ECN 211: Macroeconomic Principles (SB) OR ECN 212: Microeconomic Principles (SB)</p>	3 Credits Min. Grade C
---	------------------------

Click Submit, and now on the curriculum checksheet it shows:

X Major Requirements			
X ⚠ ACC 231: Uses of Accounting Information I	3		C
X ⚠ ECN 211: Macroeconomic Principles (SB) OR ECN 212: Microeconomic Principles (SB)	3		C

Add Requirement

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





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

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

If 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:

▲ 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 requirement will be created the same way. The only difference is that the credit hours are a range. When using the multiple course option, the Units field will populate with whichever course was added last. In this case, MAT 271, which is 4 units, was added last. However, MAT 211 is only 3 units. Therefore, you need to update the Units field in the form from 4, to 3-4.

NOTE: You must use a dash. "3/4" or "3 to 4" will result in an error.

OR Course 2

Requirement Type: Single Course

Course: MAT 271 Course Catalog Course not yet approved?

Course Title: Calculus with Analytic Geometry II (MA)

[Add hidden courses](#)


Add an OR AND or requirement

Units: Min Grade: C Critical: Necessary:

Hide course titles:

Notes:

Preview:

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

Then add the Min Grade of "C" and make it critical. Click Submit, and on the curriculum checksheet it shows:

X Major Requirements		
X ACC 231: Uses of Accounting Information I	3	C
X ECN 211: Macroeconomic Principles (SB) OR ECN 212: Microeconomic Principles (SB)	3	C
X MAT 211: Mathematics for Business Analysis OR MAT 271: Calculus with Analytic Geometry II (MA)	3-4	C

Add Requirement

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:

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

Notice that there are 6 credit hours, even though in term 2 it is displaying as 3 credit hours. This is because you only need to add a requirement to the checksheet one time even though it is used in more than one term on the major map.

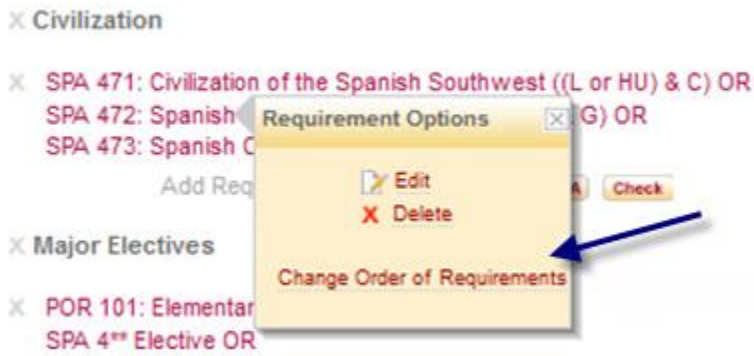
X ENG 101 or ENG 102: First-Year Composition OR ENG 105: Advanced First-Year Composition OR ENG 107 or ENG 108: First-Year Composition	3 Hr(s) /Grd: C
--	-----------------

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

Editing Multiple Requirements

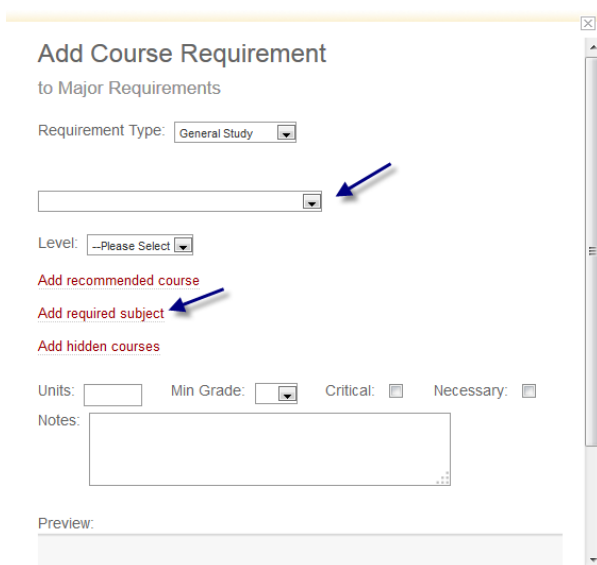
You can easily change the order of courses within a multiple course requirement that you already created. While in the curriculum checksheet, click on the multiple course requirement, and then click "Change Order of Requirements."



Then you can drag and drop the courses, as needed, to adjust the order of the multiple course requirement.

Building a Subject-Specific General Studies Requirement

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

A screenshot of the "Add Course Requirement" form. The form is titled "Add Course Requirement to Major Requirements". It has a "Requirement Type" dropdown menu set to "General Study". Below this is a course selection dropdown menu with a blue arrow pointing to it. Underneath are three links: "Add recommended course", "Add required subject" (with a blue arrow pointing to it), and "Add hidden courses". There are also fields for "Units", "Min Grade", "Critical", and "Necessary", each with a checkbox. At the bottom, there is a "Notes" text area and a "Preview" section.

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 field

needs to be populated manually. In this case, 3 credit hours are entered into that box. You can see a preview of the of the intended requirement in the gray section at the bottom of the form.

Requirement Type:
 Social-Behavioral Sciences (SB)
 Level:
 Add recommended course
 Subject:
 Add required subject
 Add hidden courses
 Units: Min Grade: Critical: Necessary:
 Notes:
 Preview:
 SOC course (SB) 3 Credits

That takes care of creating the courses for term two. Building 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 would be 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.

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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" courses should be present in terms 1 – 4 (1A – 4B for online major maps), and at LEAST one requirement per term must be marked critical. Critical requirements are those courses or requirements that faculty have deemed as predictors of future student success in a particular major.

Course: Course Catalog Course not yet approved?
 Course Title: Financial Accounting I
 Add hidden courses
 Units: Min Grade: Critical: Necessary:
 Notes:
 Preview:
 ACC 232: Financial Accounting I 3 Credits Min. Grade C

"Necessary" courses should be present in terms 5 – 8 (5A – 10B for online major maps). 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:

Notes:

Preview:
 ★ ACC 360: Ethics for Professional Accountants 3 Credits Min. Grade C

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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:		6	C
CRJ 4** Elective			
Upper Division Elective		3	
Elective		3	

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

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

Add Course Requirement

to Electives

Requirement Type: Single Course

Course:

Course Title:

Single Course
 Single Course
 Multiple Course
 General Study
Elective
 Second Language
 Track/Group

[Add hidden courses](#)

Units: Min Grade: ▼ Critical: Necessary:

Notes:

Preview:

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

Add Course Requirement

to Electives

Requirement Type: Elective

University Elective Subject Elective Course Elective

Level: --Please Select

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

Units: Grade: ▼ Critical: Necessary:

Notes:

Preview:

Elective

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

X Electives 3

X ▲ Upper Division Elective 3

X ▲ Elective 3

Add Requirement Course Milestone GPA Check

To create an elective such as a CRJ 400-level elective, start the same way. Click the Course button and choose Elective from the Requirement Type drop-down. Then choose the Subject Elective radio button. Add the subject to the subject field and choose the appropriate level indicated on the major map. A 400 level course is displayed as 4** level in BAMM.

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

After this requirement is dragged over to sequencing, you can add the text indicating the student should "Complete 2 courses". For now, add in the Min Grade of "C".

Add Course Requirement

to Electives

Requirement Type: Elective

University Elective
 Subject Elective
 Course Elective

Subject: CRJ

[Add another subject](#)

Level: 4**

[Add recommended course](#)

[Add hidden courses](#)

Units: 6 Min Grade: C Critical: Necessary:

Notes:

Preview:

CRJ 4** Elective 6 Credits Min. Grade C

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

X Electives			
X ▲ Elective			3
X ▲ Upper Division Elective			3
X ▲ CRJ 4** Elective			6
			C
Add Requirement <input type="button" value="Course"/> <input type="button" value="Milestone"/> <input type="button" value="GPA"/> <input type="button" value="Check"/>			

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 CLAS' Science and Society Elective. The list is available online though, so you can add that URL to the term notes section of the major map.

To create the CLAS 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.

Add Course Requirement
to Electives

Requirement Type:

University Elective Subject Elective Course Elective

Courses:

Link to track:

Level:

Units:

Notes:

Critical: Necessary:

Preview:

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

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



3

This is also the tool used for those degrees that have tracks or groups of courses. An example of this would be a list of courses that fulfill a "Technical Elective". For more information about Tracks and Groups, continue to the next page.

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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, you will use this feature. An example is the History, BA degree from CISA:

History Related Area	Non-US Non-European History Courses
AIS Elective	HST 201: Historical Themes in Asia
ENG Elective	HST 203: Historical Themes in Latin America (SB & H)
POS Elective	HST 240: Introduction to Southeast Asia ((HU or SB) & G)
REL Elective	HST 303: Studies in Asian History (SB & H)
STS Elective	HST 305: Studies in Latin American History (SB & H)
TCL Elective	HST 307: Studies in African History (H)
	HST 372: Modern Middle East (SB & G & H)
	HST 375: Colonial Latin America (SB & H)
	HST 376: Modern Latin America (SB & H)

It is a three-step process to create track/groups:

1. Add each course from the list to the "Add Course Requirement" pop-up window.
2. Add the track/group name as a course requirement so that it can be dragged into the terms.
3. (Optional) If there are notes regarding any of the track/groups, these notes must be added from the Settings area. An example of an appropriate track/group note would be "Students must select one course from each of the following three categories."

Step 1: Click the Course button under the appropriate category and choose "Track/Group" from the drop-down. Enter the title of your track/group, and add each course just as if it was for a multiple course requirement. Make sure to use the big "OR" in between each course.

Add Course Requirement

to History Related Area:

Requirement Type:

Track/Group Name:

Course 1

Requirement Type:

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

Course Title: Historical Themes in Asia

[Add hidden courses](#)

Add an requirement

Hide course titles:

Notes:

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

X Elective
X Upper Division Elective

Add Requirement

Track/Group Notes

- Students will need to complete 15 credit hours of Related Area Field courses (minimum of 9 hours upper division). Students choose one Related and Society (STS), American Indian Studies (AIS), English (ENG), Religious Studies (REL), and Transborder Chicana/o and Latina (TCL). See Related

(by cself on 01/02/13 at 3:48 PM)

History Related Area	Non-US Non-European History Courses
AIS Elective	HST 201: Historical Themes in Asia
ENG Elective	HST 203: Historical Themes in Latin America (SB & H)
POS Elective	HST 240: Introduction to Southeast Asia ((HU or SB) & G)
REL Elective	HST 303: Studies in Asian History (SB & H)
STS Elective	HST 305: Studies in Latin American History (SB & H)
TCL Elective	HST 307: Studies in African History (H)

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

Step 2: Create the course requirement for the checksheet that will be placed 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 6 credit hours from the Non-US Non-European History Courses track, and 3 of those hours need to be upper division.

To add this, click the Course button under the appropriate category and choose the Elective requirement type from the drop-down menu. Then select the Course Elective radio button, and open the Courses drop-down menu. Choose "Free text".

The screenshot shows the 'Add Course Requirement' form. At the top, it says 'Add Course Requirement to'. Below this is a 'Requirement Type:' dropdown menu with 'Elective' selected. To the right of this dropdown are two blue arrows pointing to it. Below the dropdown are three radio buttons: 'University Elective', 'Subject Elective', and 'Course Elective', with 'Course Elective' selected. Below the radio buttons is a 'Courses:' dropdown menu. To the left of this dropdown are labels for 'Link to track', 'Level:', 'Add recommended', 'Add hidden', 'Units:', 'Transfer status', and 'Notes:'. The 'Courses:' dropdown is open, showing a list of course types: 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, and 'Free text'. A blue arrow points to the 'Free text' option. To the right of the 'Courses:' dropdown are checkboxes for 'Critical:' and 'Necessary:'. Below these are checkboxes for 'Transfer status' and a 'Notes:' text area.

Once "Free text" is chosen, a field will appear 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, and if applicable, also enter the Min Grade and mark it as critical or necessary.

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:

Transfer students must complete at ASU

Notes:

Preview:

Non-US Non-European HST Course	3 Credits	Min. Grade C
--------------------------------	-----------	--------------

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

Non-US Non-European HST Course	3	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.

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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 try to enter the subject and number, the course will come up as "Course not found." This is because it is not yet created in the PeopleSoft course catalog. It is 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.

Click on 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 Major Requirements

Requirement Type:

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

Course Title:



[Add hidden courses](#)

Units: Min Grade: Critical: Necessary:

Notes:

Preview:

Here is what you will see:

Add Course Requirement

to Major Requirements

Requirement Type:

Unapproved Course: [Changemaker](#) [Revert to approved](#)

Course Title:

[Add hidden courses](#)

Units: Min Grade: Critical: Necessary:

Notes:

Preview:

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

Add Course Requirement
to Major Requirements

Requirement Type:

Unapproved Course: Changemaker Revert to approved

Course Title:

Add hidden courses

Units: Min Grade: Critical: Necessary:

Notes:

Preview:

★ LAW 315: Foundations in American Business Law 3 Credits Min. Grade C

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.

Major Requirements		Credit Hours	Min. Grade
Category X ▲ ★ LAW 315: Foundations in American Business Law Add Requirement Course Milestone GPA Check		3	C

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

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

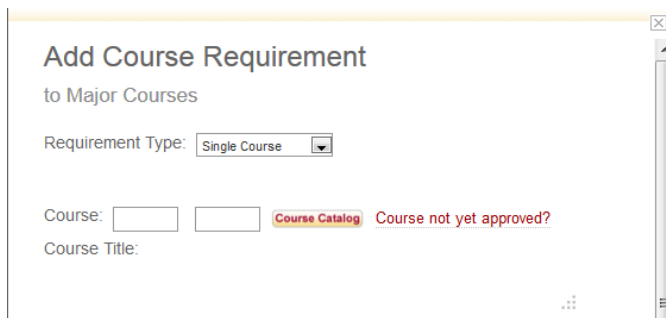


2. Click on the link that says, "Revert to approved".



The screenshot shows a web form titled "Add Course Requirement to Major Courses". The "Requirement Type" is set to "Single Course". The "Unapproved Course" field contains "Changemaker", "LAW", and "315". A red link labeled "Revert to approved" is visible next to the course information, with a blue arrow pointing to it. The "Course Title" field contains "Foundations in American Business Law".

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



The screenshot shows the same "Add Course Requirement" form. The "Unapproved Course" field is now blank. A red link labeled "Course Catalog" and a red link labeled "Course not yet approved?" are visible next to the course information. The "Course Title" field is also blank.

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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HIDDEN COURSES

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

Add Course Requirement

to Major Requirements

Requirement Type:

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

Course Title: Brief Calculus (MA)

[Add hidden courses](#)

Units: Min Grade: Critical: Necessary:

Notes:

Preview:

MAT 210: Brief Calculus (MA) 3 Credits

Then additional fields appear to 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:

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:

Notes:

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

Course: [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:

Notes:

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

MAT 210: Brief Calculus (MA)

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

MAT 210: Brief Calculus (MA)

Add Requirement

MAT 210:
Allow Course: MAT 200 - 299
Reject Course: MAT 270
(Effective Date: 20117 - 99999)

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

GENERAL STUDIES REQUIREMENT EXAMPLES

A common example is "Social/Behavioral Science (SB) AND Global Awareness (G)".

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

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

Add Requirement

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

Add Requirement

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

Add Requirement

From the Requirement Type drop-down, choose Single Course.

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:

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

Course Title:

[Add hidden courses](#)

Units: Min Grade: Critical: Necessary:

Notes:

Preview:

Then for Requirement Type, choose General Study.

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

Add Course Requirement

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

Requirement Type:

Level:

[Add recommended course](#)

[Add required subject](#)

[Add hidden courses](#)

Units: Min Grade: Critical: Necessary:

Notes:

Preview:

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

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

In this example, there is no minimum grade and this requirement is not critical, so this requirement is done. Click Submit to add this to the checksheet. This is how the requirement will appear:

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

✕ Social-Behavioral Sciences (SB) AND Global Awareness (G)
Add Requirement

3

The next example is with Natural Sciences.

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

This will be created under the Natural Sciences category by using a multiple course form, with Course 1 and Course 2 using the General Study options.

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

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

Add Requirement

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

Add Requirement

Global Awareness (G) (Three semester hours.)

Add Requirement

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

Add Course Requirement

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

Requirement Type:

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

Course 1

Requirement Type:

Level:

[Add recommended course](#)

[Add required subject](#)

[Add hidden courses](#)

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

Units: Min Grade: Critical: Necessary:

Hide course titles:

Notes:

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

OR Course 2

Requirement Type:

Level:

[Add recommended course](#)

[Add required subject](#)

[Add hidden courses](#)

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

Units: Min Grade: Critical: Necessary:

Hide course titles:

Notes:

Click Submit, and now both general studies requirements are added to their appropriate categories:

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

X Social-Behavioral Sciences (SB) AND Global Awareness (G)

Add Requirement

3

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

X Natural Science - General (SG) OR

Natural Science - Quantitative (SQ)

Add Requirement

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 form. Under the SB and HU category, within University Requirements, click on the button to add a course requirement and choose Multiple Course. Then for Course 1, choose General Study. Add the HU requirement to the first drop-down, and add a "Level" to the general study. For this requirement, 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

Add an requirement

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

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

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

3

Add Requirement

Please ensure that the appropriate amount of General Studies is present on the major map. Do not overload on General Studies because the eAdvisor Tracking Tool cannot check for more than the required number of hours.

- 6 hours of Literacy and Critical Inquiry (L) with at least 3 hours upper division
- 6 hours of Mathematical Studies (3 hours of Mathematics (MA) & 3 hours of Computer/Statistics/Quantitative (CS))
- 6 hours of Humanities, Arts and Design (HU) (lower or upper division)
- 6 hours of Social-Behavioral Sciences (SB) (lower or upper division)
- 3 hours of Humanities, Arts and Design (HU) or Social-Behavioral Sciences (SB) (upper division)
- 8 hours of Natural Sciences (Quantitative (SQ) and General (SG)) with at least 4 hours of SQ
- 3 hours of Cultural Diversity in the United States (C)
- 3 hours of Global Awareness (G)
- 3 hours of Historical Awareness (H)

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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 Course button under the appropriate category, and choose Second Language in the drop-down menu to display the form below.

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 many cases, it is 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.

Add Course Requirement

to Major Courses

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:

Level:

Units: Min Grade: Critical: Necessary:

Notes:

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

Free input text:

Level:

Units: Min Grade: Critical: Necessary:

Notes:

Preview:

Second Language: Requirement satisfied through the following: * Completion of secondary education at a school in which the language of instruction is not English; * Completion of a language course at the intermediate level (202 or equivalent), including American Sign Language IV;	16 Credits Min. Grade C
--	-------------------------

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

X ▲ Second Language: Requirement satisfied through the following: 16 C

- * Completion of secondary education at a school in which the language of instruction is not English;
- * Completion of a language course at the intermediate level (202 or equivalent), including American Sign Language IV;
- * Completion of two sequential semesters of coursework in a current computer language.

Add Requirement

You can adjust this requirement using the free input text field if the requirement calls for it. For example, the Asia Studies (East Asia) program requires one of three specific languages to be taken to fulfill the requirement.

Second Language: Requirement satisfied through the following:
*** Completion of Chinese, Japanese, or Korean language course at the intermediate level (202 or equivalent).** 20 Hr(s) /Grd: C

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

The screenshot shows a form with four checkboxes and a text field. The first checkbox is selected and has a blue arrow pointing to it. The text field contains the text "Completion of Chinese, Japanese or Korean language course at the intermediate level (202 or equivalent)" and has a blue arrow pointing to it. Below the text field are fields for Level, Units, Min Grade, Critical, and Necessary, and a Notes field.

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

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

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

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

Free input text:

Level:

Units: Min Grade: Critical: Necessary:

Notes:

Click Submit and the requirement will display correctly:

X ▲ Second Language: Requirement satisfied through the following: 20 C

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

Add Requirement

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GPA REQUIREMENTS

When a minimum GPA is a requirement and not just a note, it should be added to the checksheet like a course requirement. Under the appropriate category, click the GPA button.

× Major Requirements		
× 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
× SOC course (SB)	3	

Add Requirement Course Milestone GPA Check

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. For example:

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

This example uses the ASU cumulative GPA.

Add GPA Requirement ✕

to Major Requirements

Type: ASU cumulative ▼

Min GF: ASU cumulative
Major requirements
Critical tracking requirements
Course requirement

Critical: Necessary:

Notes:

Preview:

Minimum 2.00 GPA ASU Cumulative.

Submit

From the Min GPA drop-down, choose 3.00:

Add GPA Requirement

to Major Requirements

Type:

Min GPA:

Critical: Necessary:

Notes:


Preview:




Minimum 3.00 GPA ASU Cumulative.

Submit

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

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

Term 2 Term Count: Total Credits: Notes 

-  ACC 231: Uses of Accounting Information I Hr(s) / Grd. C
-  ECN 211: Macroeconomic Principles (SB) OR
ECN 212: Microeconomic Principles (SB) Hr(s) / Grd. C
-  MAT 211: Mathematics for Business Analysis OR
MAT 271: Calculus with Analytic Geometry II (MA) 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 Hr(s) / Grd. C
- SOC course (SB) Hr(s)
- 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 is an example of three milestones from an Art program:

- Milestone: Submit portfolio review by March 1 (see http://art.asu.edu/undergraduate/admission_ud.html)
- Milestone: Completion of successful art portfolio review
- Milestone: Meet with a Herberger College advisor or faculty member in Drawing once portfolio results are received

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



This works very similar to adding or editing categories. You can select one from the drop-down, create a new milestone, or edit an existing milestone. You can also make a milestone critical or necessary.

Add Milestone Requirement to Major Requirements

Type:

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

Critical: Necessary:

Notes:

Preview:

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

Add Milestone Requirement to Major Requirements

Type:


[Create a new Milestone](#)

[Edit an Existing Milestone](#)


Critical: Necessary:


Notes:

Preview:

 Milestone: Completion of successful portfolio review

After choosing the most appropriate milestone from the drop-down menu, our example has the three milestones below.

 Milestone: Submit your portfolio.






 Milestone: Completion of successful portfolio review

Milestone: Meet with academic advisor or faculty member once portfolio results are received

Notice that the very first one says, "Milestone: Submit your portfolio," but the original text said, "Submit portfolio by March 1. (See http://art.asu.edu/undergraduate/admission_ud.html)."

Instead of creating such a specific milestone, you can create the milestone for the general requirement (submitting a portfolio), and then add the date and URL in the term notes when you are in sequencing view.

This screenshot below shows the milestones dragged into the term; see the [Notes](#) section for adding term notes.

- x  ACC 231: Uses of Accounting Information I 3 Hr(s) /Grd. C
- x  ECN 211: Macroeconomic Principles (SB) OR
ECN 212: Microeconomic Principles (SB) 3 Hr(s) /Grd. C
- x  MAT 211: Mathematics for Business Analysis OR
MAT 271: Calculus with Analytic Geometry II (MA) 3-4 Hr(s) /Grd. C
- x ENG 101 or ENG 102: First-Year Composition OR
ENG 105: Advanced First-Year Composition OR
ENG 107 or ENG 108: English for Foreign Students 6 Hr(s) /Grd. C
- x SOC course (SB) 3 Hr(s)
- x Minimum 3.00 GPA ASU Cumulative.
- x  Milestone: Submit your portfolio.
- x  Milestone: Completion of successful portfolio review
- x  Milestone: Meet with academic advisor or faculty member once portfolio results are received

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

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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.

Click on 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 Electives

Type:

Course:

Add an AND/OR requirement

Critical: Necessary:

Notes:

Preview:

★ Complete ENG 301 course(s).

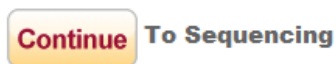
Please ensure that completion checks make sense:

- 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*)

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SEQUENCING REQUIREMENTS

At the bottom of the curriculum checksheet is a button titled "Continue To Sequencing".



Once this 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. Right now, it's empty since you've just started to create the major map.

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

University Requirements

First-Year Composition

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

First-Year Seminar

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

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

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

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

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

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

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

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

Global Awareness (G) (Three semester hours.)

Historical Awareness (H) (Three semester hours.)

Major Requirements

- ACC 231: Uses of Accounting Information I 3 Hr(s) /Grd: C
- ECN 211: Macroeconomic Principles (SB) OR ECN 212: Microeconomic Principles (SB) 3 Hr(s) /Grd: C
- MAT 211: Mathematics for Business Analysis OR MAT 271: Calculus with Analytic Geometry II (MA) 3-4 Hr(s) /Grd: C
- SOC course (SB) 3 Hr(s)

Electives

Total Hours 0 Upper Division Hours 0

Copy term notes: +

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

Add Summer

Term 2 Term Count: 0 - 0 Total Credits: 0 Notes

Add Summer

Term 3 Term Count: 0 - 0 Total Credits: 0 Notes

Add Summer

Term 4 Term Count: 0 - 0 Total Credits: 0 Notes

Add Summer

Term 5 Term Count: 0 - 0 Total Credits: 0 Notes

Add Summer

Term 6 Term Count: 0 - 0 Total Credits: 0 Notes

Add Summer


Now click on a requirement and hold down the mouse button to drag it to the appropriate term(s). In our example, after the Term 2 requirements have been dragged over. Here is how they display in sequencing view:

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






Add Summer

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

Please note that when you drag over First-Year Composition, it carries over the total credit hours from the checksheet with it (six hours). You'll need to update the credit hours to reflect the appropriate number of credit hours that are supposed to be in that term. In this case, it need to be changed from six hours to three hours.


Term 2 Term Count: Total Credits: Notes 


[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)
- X  Complete ENG 101 OR ENG 105 OR ENG 107 course(s).
- X  Minimum 2.00 GPA ASU Cumulative.


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 7 Term Count: T

X  **Elective**

X  CRJ 4** Ele

X  LAW 3

X  Second Lan

* Completion of Chinese, Japanese or Korean language course at the inter-
equivalent). 4 Hr(s) /Grd: C

Change requirement's necessary flag.

Complete courses: [Add/Update](#)

2
3
4
5

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 example term indicates students should complete 2 courses for 6 hours of electives:

Term 7 Term Count:






- Complete 2 courses:*
- X  **Elective** 6 Hr(s)
 - X  CRJ 4** Elective 3 Hr(s) /Grd: C

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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) General Studies requirements
 - c) university electives
- iii. Finally, non-course requirements (GPA checks, completion checks, milestones, etc.) come after course requirements. Please list these in alphanumeric order with critical or necessary requirements listed first.






Term 2	17 - 32 Credit Hours	Critical course signified by 	Hours
 ALA 100: Introduction to Environmental Design (HU & H & G)			3
 ALA 122: Design Fundamentals II			3
 ALA 124: Design Fundamentals II Lecture			1
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
Social and Behavioral Sciences (SB)			
Elective			3
 Complete ENG 101 OR ENG 105 OR ENG 107 course(s).			
Minimum 2.75 GPA ASU Cumulative.			
Term hours subtotal:			16

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TERM NOTES






Each term has a notes icon where you can enter notes to appear in that term only. Click on the icon to open up the form where you will enter the notes.


Term 2 Term Count: Total Credits: Notes 

- ×  ACC 231: Uses of Accounting Information I Hr(s) /Grd: C
- ×  ECN 211: Macroeconomic Principles (SB) OR
ECN 212: Microeconomic Principles (SB) Hr(s) /Grd: C
- ×  MAT 211: Mathematics for Business Analysis OR
MAT 271: Calculus with Analytic Geometry II (MA) 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: English for Foreign Students Hr(s) /Grd: C
- × SOC course (SB) Hr(s)
- × Minimum 3.00 GPA ASU Cumulative.
- ×  Milestone: Submit your portfolio.
- ×  Milestone: Completion of successful portfolio review
- × Milestone: Meet with academic advisor or faculty member once portfolio results are received

Click on the bulleted icon at the top left to create the first bullet in the text field:






Major map term notes: ✕



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

Major map term notes: ✕

Use these two buttons to add or remove hyperlinks.

Use the button on the left to paste in plain text, which removes any special formatting. The button on the right shows the notes with HTML formatting, if any is present.

Add any notes that are relevant to this term. In this example, the portfolio is due March 1st and there should be a link to more information at the website provided. Type in the text, create the hyperlink, then hit Submit. Now everything that belongs in term 2 is present:

Term 2	Term Count: <input type="text" value="17 - 32"/>	Total Credits: <input type="text" value="16 - 17"/>	Notes
--------	--	---	-------

- x ACC 231: Uses of Accounting Information I Hr(s) /Grd: C
- x ECN 211: Macroeconomic Principles (SB) OR
ECN 212: Microeconomic Principles (SB) Hr(s) /Grd: C
- x MAT 211: Mathematics for Business Analysis OR
MAT 271: Calculus with Analytic Geometry II (MA) 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: English for Foreign Students Hr(s) /Grd: C
- x SOC course (SB) Hr(s)
- x Minimum 3.00 GPA ASU Cumulative.
- x Milestone: Submit your portfolio.
- x Milestone: Completion of successful portfolio review
- x Milestone: Meet with academic advisor or faculty member once portfolio results are received

- Portfolio due by March 1st. See <http://art.asu.edu/undergraduate/admission.ud.html>

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

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TRACKING MAJOR MAP CHANGES

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

Term 2	Term Count: <input type="text" value="17 - 35"/>	Total Credits: <input type="text" value="19 - 20"/>	Notes
--------	--	---	-------

[Add Summer](#)

- x ACC 242: Managerial Accounting I Hr(s) /Grd: C
- x ACC 232: Financial Accounting I Hr(s) /Grd: C

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

Term 2 Term Count: Total Credits:

6/10/14 3:41 PM by Lauren Leo from Provost

- The requirement was changed from Term 3 to Term 2

12/16/13 12:05 PM - Original Requirement:

ACC 242: Managerial Accounting I

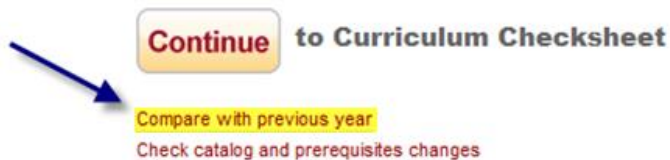
3 Credit Hour(s)

Critical Requirement

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COMPARING PREVIOUS YEAR'S MAPS

At the bottom 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:

2014 - 2015 Comparison for

Accountancy (BS)

W. P. Carey School of Business

BAACCBS

2014 Sequencing view

Term 1 Term Count: Total Credits:

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

Term 2 Term Count: Total Credits:

- ◆ ACC 232: Financial Accounting I Hr(s) /Grd: C
- ◆ ECN 211: Macroeconomic Principles (SB) OR
- ECN 212: Microeconomic Principles (SB) Hr(s) /Grd: C
- ◆ MAT 211: Mathematics for Business Analysis 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 Hr(s) /Grd: C
- Natural Science - Quantitative (SQ) Hr(s)
- ◆ Complete ENG 101 OR ENG 105 OR ENG 107 course(s).
- ◆ Minimum 2.00 GPA ASU Cumulative.

2015 Sequencing view

Term 1 Term Count: Total Credits:

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

Term 2 Term Count: Total Credits:

- ▲ ◆ MAT 211: Mathematics for Business Analysis Hr(s) /Grd: C
- ▲ ECN 211: Macroeconomic Principles (SB) OR
- ECN 212: Microeconomic Principles (SB) 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 Hr(s) /Grd: C
- ▲ Cultural Diversity in the U.S. (C) Hr(s)
- ▲ Humanities, Arts and Design (HU) Hr(s)
- ◆ Complete ENG 101 OR ENG 105 OR ENG 107 course(s).
- ◆ Minimum 2.00 GPA ASU Cumulative.

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CHECKING ENROLLMENT REQUIREMENTS

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

X ▲ ★ HST 480: Methods of Teaching History: Classroom Resources Hr(s) /Grd: C ←

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

Prerequisites

HST 480:

Pre-requisites: Admission to Professional Teacher Preparation Program; ENG 102, 105, 108 with a C or better; Minimum 55 hours; Credit is allowed for only HST 480 or HST 530

PRE (1 of (ENG 102)
OR 1 of (ENG 105)
OR 1 of (ENG 108)
AND PRE 0 of (HST 530, HST 530)

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 that 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 corequisites and you want this to display green. Ensure that the course is in the same term as its corequisite.

History: Classroom Resources 3 Hr(s) / Grd: C

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

- a prerequisite (Coded as PRE 1) (a course that needs to be taken in a previous term)
- a corequisite (Coded as CO 1) (a course that needs to be taken in the same term)
- a pre/corequisite (Also coded as CO 1) (a course that needs to be taken either in a previous term or in the same term)
- an antirequisite (Coded as PRE 0) (a course that cannot be taken if you already have credit in an equivalent course or a course which it is crosslisted or combined)

The prerequisite icon () also displays 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)
- the iCourse or oCourse attribute

Prerequisites

AMT 201:

Pre-requisite: BAS Applied Science (Aviation Management Technology) OR BS Aeronautical Management Technology OR BS Air Traffic Management major

PRE OR

No coding is present in BAMB for these enrollment requirements.

Term 2 Term Count: 1 - 3 Total Credits: 3

X AMT 201: Air Traffic Control 3 Hr(s) / Grd: C View Prerequisites

Term 3 Term Count: 3 - 3 Total Credits: 0

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

Prerequisites

COM 263:

Pre-requisite: Minimum 2.25 GPA

PRE

Term 4 Term Count: 1 - 3 Total Credits: 3 Notes

X ▲ COM 263: Elements of Intercultural Communication (SB & C & G) 3 Hr(s)

[View Prerequisites](#)

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

CRJ 462:

Pre-requisite: Junior, Senior or Post-Baccalaureate standing

OR

OR

Term 8 Term Count: 103 - 120 Total Credits:

X ▲ ★ CRJ 462: Gangs 3 Hr(s) / Grd: C

[View Prerequisites](#)

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

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

There are four options when enrollment requirements are not met:

1. Re-sequence the courses on the major map
2. Add the missing prerequisite to the major map in an earlier term
3. Remove the course from the major map
4. Modify the prerequisites for the course via a modified course form in Curriculum ChangeMaker (please see [Curriculum Workflow Sequence Calendar](#) for deadlines)

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CHECK PREREQUISITE AND CATALOG CHANGES

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

[Continue](#) to Curriculum Checksheet

Compare with previous year

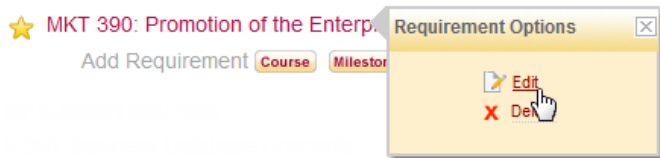
Check catalog and prerequisites changes

Here is an example of the information provided on the top portion of the report. This allows you to quickly and easily update your major map. In the example below, all you would have to do is rebuild MKT 390 to pull in the new course title.

Courses with changes

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

To rebuild a course, click on it within the curriculum checksheet, then click edit:



Clear out the information in the highlighted cells below, and re-enter it. Make sure to hit tab so that BAMM will pull the updated information from the PeopleSoft catalog. Then hit submit.

Add Course Requirement
to Major Courses

Requirement Type: Single Course

Course: MKT 390 Course Catalog Course not yet approved?

Course Title: Essentials of Marketing

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

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

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

Courses with changes

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

* - Omnibus Topic may have received a permanent number

† - Course number/prefix may have changed or may have been deactivated

The bottom section of the report pulls information regarding changes to course enrollment requirements:

Prerequisites with changed

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

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

There are four options when enrollment requirements are not met:

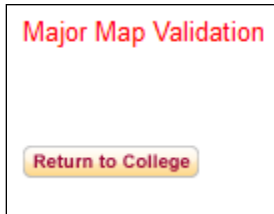
1. Re-sequence the courses on the major map
2. Add the missing prerequisite to the major map in an earlier term
3. Remove the course from the major map
4. Modify the prerequisites for the course via a modified course form in Curriculum ChangeMaker (please see [Curriculum Workflow Sequence Calendar](#) for deadlines)

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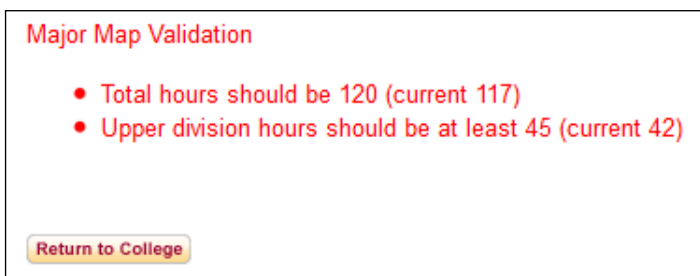
Other Major Map Requirements and Guidelines

- 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 curriculum checksheet:** The curriculum checksheet should have the same categories as the graduation audit and should only include requirements that are present in the terms. Review the curriculum checksheet to make sure it says "Major Map Validation" in the bottom left corner.



If it does not say this, find out what is missing or extraneous on the curriculum checksheet and make any necessary adjustments.



If a requirement is not being used in any term of the major map, you will see an icon (see highlighting in image below):



Please remove requirements from the curriculum checksheet that are not being used in a term.

- **Preview the major map in Degree Search:** This is what students will see when they view the major map in Degree Search. Hover over each course:
 - 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 screen shot below).

Term 5		61 - 75 Credit Hours	Necessary course signified by ☆	Hours
☆	ASM 300: Anthropological Sciences Seminar	ASM 300: ANTHROPOLOGICAL SCIENCES SEMINAR		3
	ASB OR ASM Upper Division Elective			3
	Upper Division CLAS Science and Society Elective			3
	Complete 2 courses: Elective			6
			total:	15
Term 6		76 - 90 Credit Hours	Necessary course	Hours
☆	ASM Upper Division Elective			3
	ASM 465: Quantification and Analysis for Anthropology OR BIO 415: Biometry (CS) OR SOC 390: Social Statistics I (CS)			3
	ASB OR ASM Upper Division Elective			3

Course description: Focuses on the ways in which research findings are produced by diverse theories and methods in the anthropological sciences, usually in combination with other life and physical sciences, with a strong focus on combination anthropological conceptual frameworks with quantitative methodologies.

Enrollment requirements: Pre-requisites: BS in Anthropology major; Two of the following: ASB 102, 222 (or 223), AML 100, ASM 104 with a C or better

Units: 3

Repeatable for credit: No

General Studies: No

Check to ensure that 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 gray.

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

Add Course Requirement

to

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:

Notes:

Preview


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

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

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

- ❗ Complete ENG 101 OR ENG 105 OR ENG 107 course(s).
- ❗ Complete First-Year Composition requirement. ← optional

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

 Complete Mathematics (MA) requirement.

- **Include C, G, and H completion check:** Term 6 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 note per academic year. Notes should appear in the right hand side note column in the appropriate term. 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 appear as required courses in major maps. If an omnibus course is required, it needs to be submitted for a permanent number in Curriculum ChangeMaker before the deadline (see [Curriculum Workflow Sequence Calendar](#)). Omnibus courses 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".

Complete 2 courses:
Elective

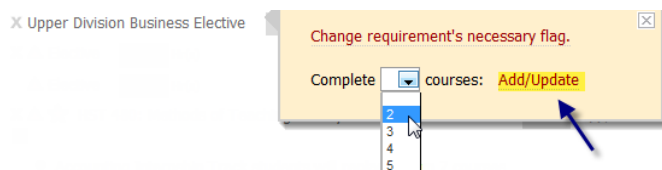
6

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

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

 right click on the requirement

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



- **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. If you have updated your major map for the upcoming academic year, please note the adjustments that have been made. Then make the necessary adjustments to the graduation audit.
 - 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.

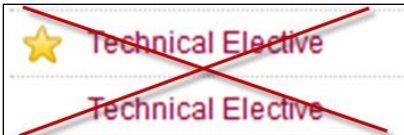
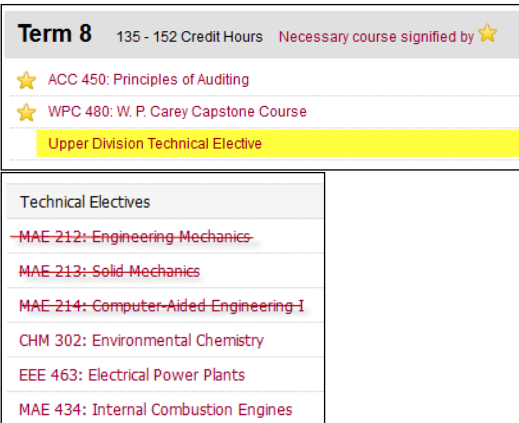

Term 3 41 - 57 Credit Hours Critical course signified by ⚠		Hours
⚠ ECN 211: Macroeconomic Principles (SB) OR ECN 212: Microeconomic Principles (SB)		3
⚠ ECN 221: Business Statistics (CS)		3
⚠ COM 250: Introduction to Organizational Communication (SB)		3
ACC 242: Managerial Accounting I		3
CHM 238: General 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.

Things to Avoid	Solution	Why?
A list of courses OR'd with a General Studies course	<p>Write the major map with the ideal course requirement. If PSY 101 or SOC 101 is the ideal requirement, list these. If these are just recommendations and not required, you can leave the requirement as it is below. Just make sure you look at your graduation audit to confirm whether the specific courses are required or not.</p> <div data-bbox="391 443 1032 590" style="border: 1px solid black; padding: 5px;"> <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>	In Udirect it is not possible to build this and truly check for the specific course requirements and the General Studies requirement. This also can causes issues with enrollment predictions.
An elective paired with a General Studies. (Ex. Elective or L)	<p>See previous example. What is the ideal path? List the ideal path on the major map.</p> <div data-bbox="492 688 927 793" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Elective OR Literacy and Critical Inquiry (L)</p> </div>	Again, the eAdvising Tracking Tool cannot accurately check for both of these at the same time.
Overloading on generic HU and/or SB requirements	<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>	Including superfluous generic HU or SB requirements on a major map leaves blanks on the eAdvisor Tracking Tool, as the audit is only looking for 15 hours of this requirement.
Listing (SQ OR SG) before SQ	<p>If you do not require specific science courses, please ensure that you list the SQ requirement first:</p> <div data-bbox="521 1161 992 1545" style="border: 1px solid black; padding: 10px;"> <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>	The SQ requirement fills first on the audit. To avoid blanks on your eAdvisor Tracking audit (caused by courses falling in out of order), you want to list SQ first on the major map.
Splitting Out Awareness Areas (C, G or H)	<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> <hr/> <p>Social-Behavioral Sciences (SB) AND Global Awareness (G)</p> <hr/> <p>Social-Behavioral Sciences (SB) AND Cultural Diversity in the U.S. (C)</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.

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> 	<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 the major map is valid, it will indicate so in red text in the bottom left corner.

Map is valid (Refresh)

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:

UPDATING EXISTING MINORS/CERTIFICATES

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

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

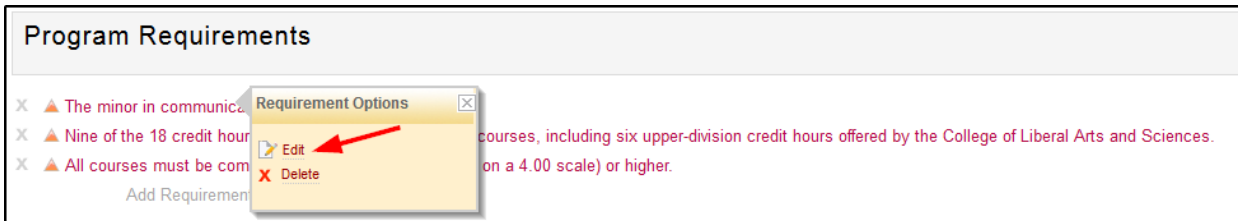
Scroll down until you see the line break and there you'll find your minors and certificates. You can click on the title or on Review to open that map.

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

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

Program Requirements

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



Course Requirements and Categories

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

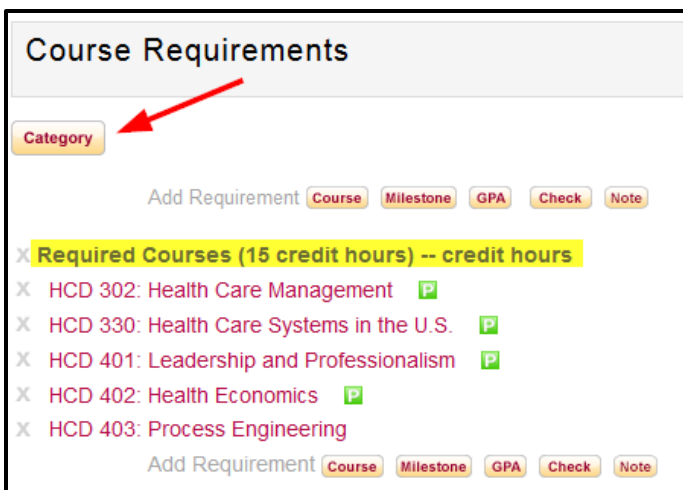
The "Category" button is how you edit your existing categories. The category function in BAMM has been updated for minors and certificates, and is now how your map will be validated.

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

Editing Categories

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

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



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

Add Category
to Course Requirements

Category: Required Courses (15 credit hours)

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

4. In the Edit Category box, edit the category name. In this case, the category name should be shortened to be "Required Courses". Please do not use colons.
5. In the next box that says "Credit hours – Minors/Certs only", enter the required number of credit hours under this category. In this case, it's 15.
 - a. Note: The system will use whatever number is entered into this box to validate the map for the minimum required credit hours.
 - b. If your category is a section header, you can enter "0" in the credit hours field and the "0 credit hours" won't appear on Degree Search.
6. Click Submit.

Add Category
to Course Requirements

Category: Required Courses (15 credit hours)

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

Edit Category: Required Courses

Credit hours – Minors/Certs only

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

Course Requirements

Add Requirement

x **Required Courses -- 15 credit hours**

- x HCD 302: Health Care Management
- x HCD 330: Health Care Systems in the U.S.
- x HCD 401: Leadership and Professionalism
- x HCD 402: Health Economics
- x HCD 403: Process Engineering

Add Requirement

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

Existing:

X **Minor Electives (choose two of the following courses): -- credit hours**

- X COM 310: Relational Communication P
- X COM 312: Communication, Conflict, and Negotiation P
- X COM 316: Gender and Communication (SB & C) P
- X COM 323: Communication Approaches to Popular Culture (C) P

Add Requirement Course Milestone GPA Check Note

Updated to:

X **Minor Electives (choose two of the following) -- 6 credit hours**

- X COM 310: Relational Communication P
- X COM 312: Communication, Conflict, and Negotiation
- X COM 316: Gender and Communication (SB & C)
- X COM 323: Communication Approaches to Popular Culture (C)

Add Requirement Course Milestone GPA Check Note

Adding Categories

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

Course Requirements

Category

- X NTR 100: Introductory Nutrition or NTR 241: Human Nutrition P
- X NTR 142: Applied Food Principles
- X NTR 300: Computer Applications in Nutrition P
- X NTR 343: Food Service Purchasing P
- X NTR 344: Nutrition Management and Leadership (L) P
- X NTR 445: Management of Food Service Systems P

Add Requirement Course Milestone GPA Check Note

To add a brand new category:

1. Click the Category button.
2. Click on "Create a new Category".

Add Category
to Course Requirements

Category:

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

- In the "New Category" box, enter the category title only. Do not enter anything about credit hours.
- In the "Credit hours – Minors/Certs only", now enter the credit hours required for this category. (You may enter "0" if this category is a section header.)
- Click Submit.

Add Category
to Course Requirements

Category:

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

New Category:

Credit hours – Minors/Certs only

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

Add Category
to Course Requirements

Category:

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

- Please Select
- Elective (3 credit hours; choose one course from below)
- Health Care Electives -- 6 credit hours**
- Required Courses -- 15 credit hours

- The page refreshes to show your new category ready for use!

Health Care Electives -- 6 credit hours

Add Requirement

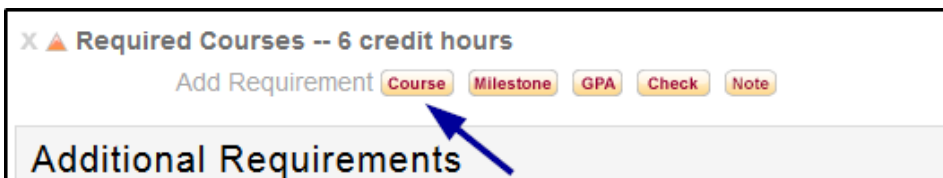
Adding/Editing Requirements

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

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

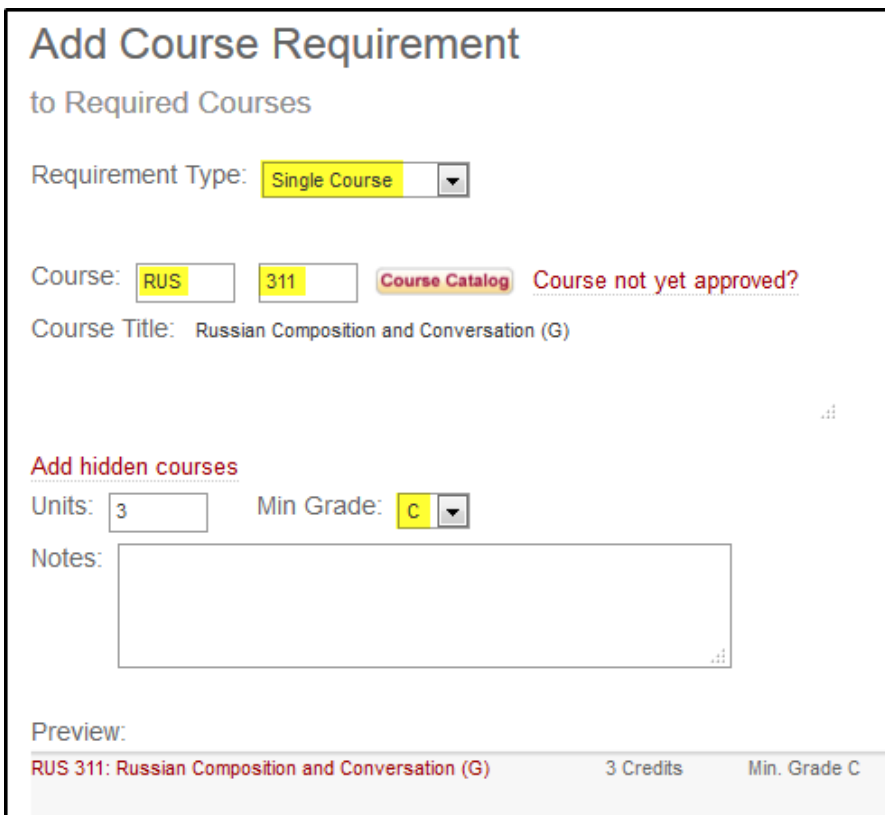
The only connector that might be appropriate is the little "or", if there is truly an option in which course to take. This is common with crosslisted courses. Otherwise, proceed with the steps below to add courses to minors and certificates.

1. Click the Course button under the appropriate category.



A screenshot of a web interface for managing required courses. At the top, it says "X ▲ Required Courses -- 6 credit hours". Below this, there is a row of buttons: "Add Requirement", "Course", "Milestone", "GPA", "Check", and "Note". A blue arrow points to the "Course" button. Below the buttons is a section titled "Additional Requirements".

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



A screenshot of the "Add Course Requirement" form. The title is "Add Course Requirement to Required Courses". The "Requirement Type" dropdown is set to "Single Course". The "Course" field contains "RUS 311" and has a "Course Catalog" link and a "Course not yet approved?" warning. The "Course Title" is "Russian Composition and Conversation (G)". The "Units" field is "3" and the "Min Grade" dropdown is set to "C". There is a "Notes" text area. At the bottom, a "Preview" section shows "RUS 311: Russian Composition and Conversation (G)" with "3 Credits" and "Min. Grade C".

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

Remember that minors and certificates require all courses to be completed with a minimum C grade.

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

Additional Requirements

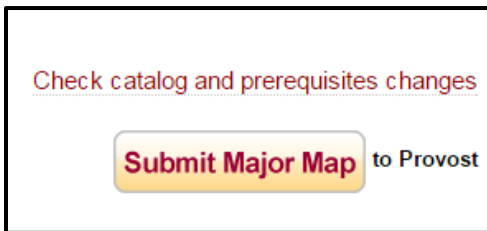
The last section on minors and certificates is for "Additional Requirements." Like the Program Requirements section, verify the information is still accurate and edit as needed.

Tips and Final Submission

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

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

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



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CREATING NEW/PROPOSED MINORS AND CERTIFICATES

Creating new/proposed minors and certificates starts in the same way as creating a proposed major map. Under Settings, you can Create a new proposed minor/certificate or Copy from an existing similar one. The proposed minor/certificate will appear in the proposed section at the bottom of your college list along with the major maps.

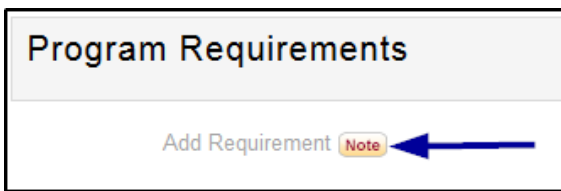
The biggest difference with minors and certificates is that there's no sequencing. Edits are made to the curriculum checksheet and that alone populates the information in Degree Search.

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

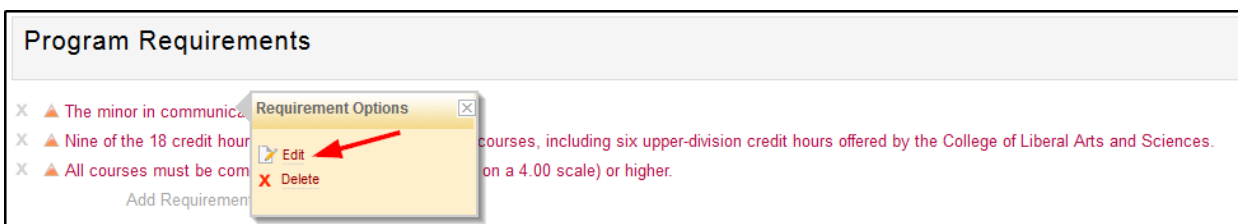
1. click anywhere in the page and a pop will come up asking you to click OK to lock the map
or
2. in the top right corner of the page, there is a link called "Lock Map," which will lock the map once you click on it.

Program Requirements

This information comes from section D in the appendix of your academic proposal. These are entered into the Program Requirements section in BAMM as requirement Notes. If you need to add a new Note, click on the Note button:



If you copied from an existing minor/certificate and need to make changes, click on the note you need to edit. If any of the information is not valid, you can delete the note by clicking on the gray X to the left.

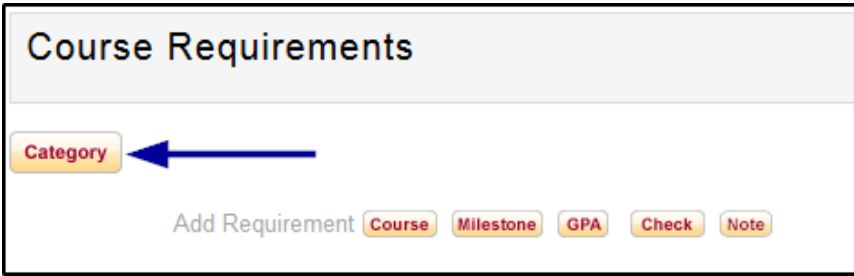


Course Requirements

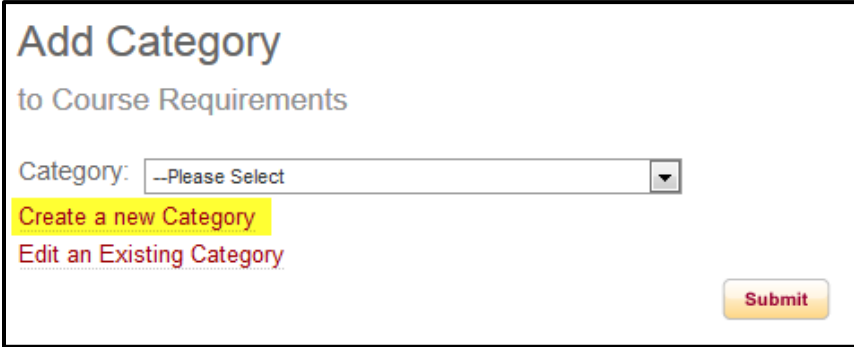
The next section of your minor or certificate checksheet is a list of the required courses or electives that need to be taken. Categories are required in minors and certificates, as the category function is how the map will be validated.

To add a brand new category:

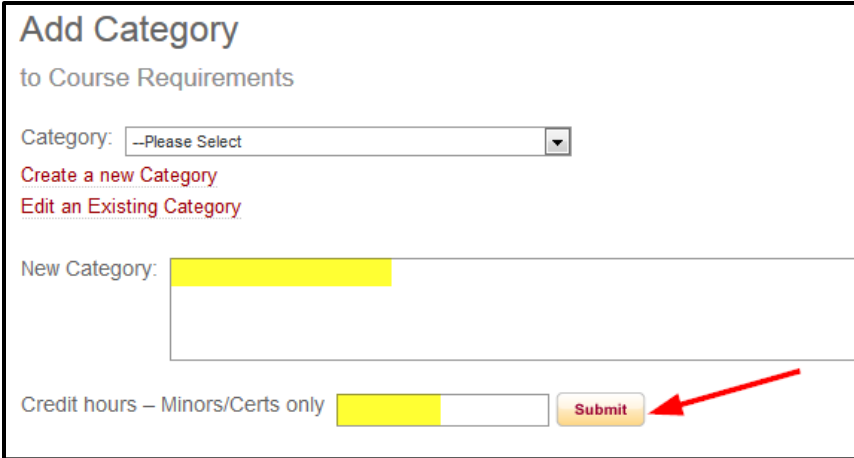
1. Click the Category button.



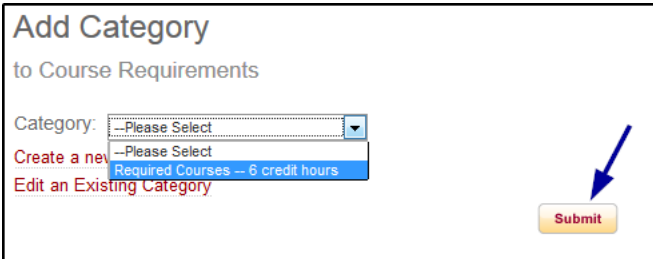
2. Click on "Create a new Category".



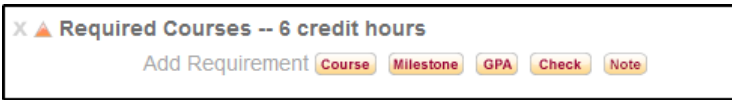
- 3. In the "New Category" box, enter the category title only. Do not enter anything about credit hours.
- 4. In the "Credit hours – Minors/Certs only", now enter the credit hours required for this category. (You may enter "0" if this category is a section header.)
- 5. Click Submit.



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



7. The page refreshes to show your new category ready for use!



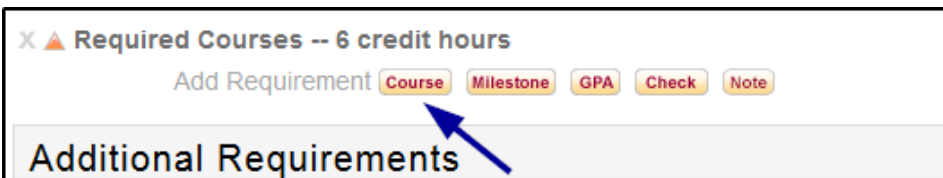
X ▲ Required Courses -- 6 credit hours
Add Requirement **Course** Milestone GPA Check Note

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.

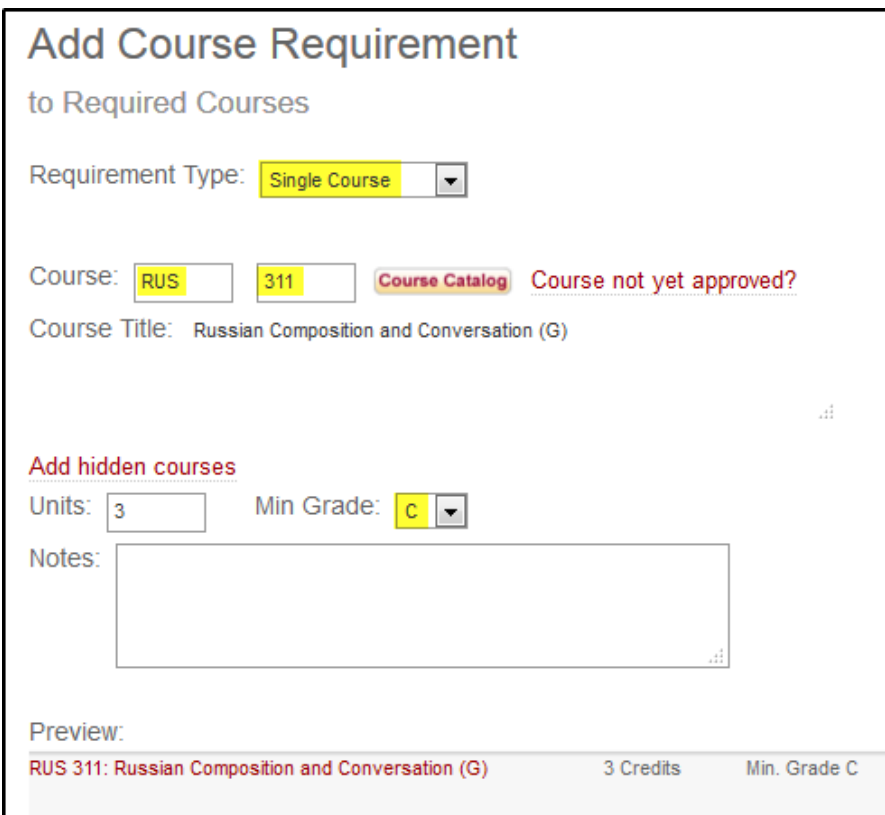
1. Click the Course button under the appropriate category.



X ▲ Required Courses -- 6 credit hours
Add Requirement **Course** Milestone GPA Check Note

Additional Requirements

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



Add Course Requirement
to Required Courses

Requirement Type: **Single Course** ▼

Course: **RUS** **311** **Course Catalog** [Course not yet approved?](#)

Course Title: Russian Composition and Conversation (G)

[Add hidden courses](#)

Units: **3** Min Grade: **C** ▼

Notes:

Preview:
RUS 311: Russian Composition and Conversation (G) 3 Credits Min. Grade C

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

Remember that minors and certificates require all courses to be completed with a minimum C grade.

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

Additional Requirements

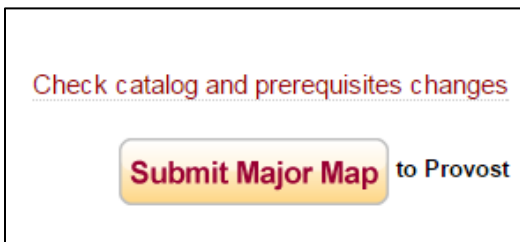
The last section on minors and certificates is for "Additional Requirements". If there are any additional admission requirements or recommendations (such as studying abroad or knowing certain languages), they can be entered here as requirement notes.

Tips and Final Submission

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

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

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



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