

Student Administration Instruction Document

Module:	Academic Advisement
Business Process Name:	Creating a Thematic Minor
Created By:	Brad Hensley
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Declaring a Thematic Minor

To declare a thematic minor students must complete the thematic minor form, adhering to the stated guidelines. Once complete, students will need to meet with their primary major advisor to discuss their proposal. Double degree students will need to meet with the primary major advisor for the degree they want to attach the minor. Advisors can approve or deny the proposal or ask students to revise and resubmit. The thematic minor form can be found at http://registrar.arizona.edu/sites/default/files/thematicMinorForm.pdf

Once the minor is approved by the primary major advisor, he/she will need to add the THMMINU plan to the student's record (**Records and Enrollment > Career and Program Information > Student Program/Plan**). Once complete, a thematic minor section will appear on the student's advisement report. However, the requirements of the minor will remain null until the requirements of the minor are entered as an exception.

Creating a Thematic Minor Exception

Authorize Student Exceptions

To create a thematic minor, advisors will utilize the same process as when they need to make a course directive exception (Academic Advisement > Student Advisement > Authorize Student Exceptions > Add New Value). The effective date of the exception needs to correlate with the effective date for the student's THMMINU plan—that is the requirement term, not the declare date. Fill out the "Description" and "Long Description" boxes. For Long Description it would be useful to include the theme of the minor, the approved courses, and the date the exception is entered. Next, put "UGRD" for Academic Career, "THMMINU" for Academic Plan, and the student's SID number in the Selection Data box. Choose "Course Directive" for the Operation Code. Now click on "Create Exception" on the right side of the exception box.

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				<u>Find</u> View All	First 🚺 1 of 1	본 Last
Advisement Override:	00000000	ι	User ID: Martin	n Hensley		+ -
'Effective Date:	08/01/2010 🛐		*Status:	Active 🗸		
'Description:	Thematic Minor		Short Descriptio	n: Thematic M		
Long Description:	4/25/11: Thematic Minor ENGL306, and COM318	r - Literary Journalisi }.	m: COMM101, JOU	IR105, ENGL201, EN	IGL301, 🦋	
Override Details						
*Academic Institution:	UAZ00 💌	The University of	f Arizona			
*Academic Career:	UGRD	Undergraduate				
Academic Program:	Q			Create I	Exception	
Academic Plan:	THMMINU	Thematic				
Academic Sub-Plan:	٩					
*Selection Code:	Student	~				
*Selection Data: 🤇	9	>				
*Operation Code:	Course Directive	~				
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Save ENotify		E+.	Add Dupdate/Dis	splay 🖉 Include Hist	ory Correct	History



Student Administration Instruction Document

Creating the Thematic Minor Courselist

On the next page you will start by inputting data in the "Direct Courses To" section. In the Requirement Group box input "1489;" in the requirement box input "2867;" in the Line Nbr box input "0010." Those values will not change for a thematic minor unless you make an adjustment to the thematic minor's graduation requirements.

Authorize Stud	ent Except	tions	\$
Direct Courses to			
Requirement Group:	001489	2	Thematic Minor
Requirement:	000002867	2	Thematic Minor
Line Nbr:	0010	2	Approved Courses

Now you are ready to direct courses to the thematic minor. First, you will need to choose a Course Source. When putting UA courses in the minor choose "Enrollment" if the student is currently enrolled or has completed the course; for a course the student plans to take use "Course Offerings." Just as with a normal exception you can choose test or transfer credit as well. The Directive Type will be "Substitute." Once you have made the appropriate Course Source selection click "Search" and identify the course, test credit, or transfer you want to direct to the minor. Once you have selected a course click on 📧 to add a new row for a new course. Repeat this process until you have added all of the courses for the thematic minor. It would also be useful to exclude ADVR 101 from the course list since it merely acting as a placebholder. To do this, choose "Exclude" as your Directive Type and choose ADVR 101 from the course offerings, so it doesn't show up on the advisement report.

Directed Courses					🚺 1-2 of 2 🚺
Course Sequence:	0001	*Directiv	e Type:	Substitute	+ -
Course Source:	Course Off	erings	*	Search	
Subject:	СОММ	Catalog:	101	Intro to Study of Comm	
Course ID:	011053	Offer Nbr:	1		
Term:	Q				
Directed Units:		Min Grade	Points/U	nit:	
Directed Courses:					
Directed Courses: Course Topic ID:					
Directed Courses: Course Topic ID:					
Directed Courses: Course Topic ID: Course Sequence:	0002	'Directiv	e Type:	Substitute	+ -
Directed Courses: Course Topic ID: Course Sequence: Course Source:	0002 Course Off	'Directi∧ erings	e Type:	Substitute	+ -
Directed Courses: Course Topic ID: Course Sequence: Course Source: Subject:	0002 Course Offi	'Directiv erings Catalog:	e Type:	Substitute	• =
Directed Courses: Course Topic ID: Course Sequence: Course Source: Subject: Course ID:	0002 Course Offi JOUR 018362	'Directiv erings Catalog: Offer Nbr:	e Type:	Substitute	••
Directed Courses: Course Topic ID: Course Sequence: Subject: Course ID: Term:	0002 Course Off JOUR 018362	'Directiv erings Catalog: Offer Nbr:	e Type:	Substitute	+-
Directed Courses: Course Topic ID: Course Sequence: Course Source: Subject: Course ID: Term: Directed Units:	0002 Course Offi JOUR 018362	'Directiv erings Catalog: Offer Nbr: Min Grade	e Type: V 105 1 Points/U	Substitute	••
Directed Courses: Course Topic ID: Course Sequence: Course Source: Subject: Course ID: Term: Directed Units: Directed Courses:	0002 Course Offic JOUR 018362	'Directive erings Catalog: Offer Nbr: Min Grade	e Type: V 105 1 Points/U	Substitute	+ -

Once all the approved courses have been added, click OK. This will take you back to the create exception screen. Click and the thematic minor will appear on the academic advisement report.