

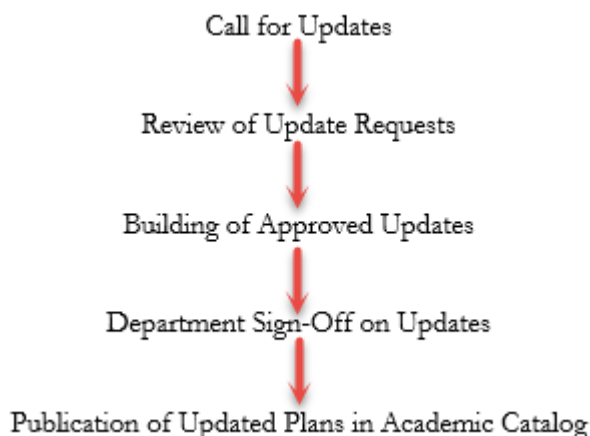
Module:	Academic Advisement / Curricular Affairs
Business Process Name:	UAccess Curriculum Updates
Created By:	Brad Hensley
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## The Curriculum Update Process

Curriculum updates go through the following annual process:



### Call for Updates:

A call for updates will be made through either Vice-Provost of Academic Affairs Office or Curricular Affairs to submit any curricular updates. Those responsible for updating curriculum will then need to log in to the Curriculum Update modification and submit updates by the stated deadline. If updates are submitted after the deadline the submitter will need to provide a justification / reasoning for consider the updates past the deadline. Submissions received after the deadline will go through a more thorough review process. If no updates are needed to majors and minors, the department should submit a “No Updates” curriculum report through the UAccess Curriculum Update modification.

### Review of Update Requests:

Curricular Affairs will review all submissions. If an update is approved it will move forward to the Student Administration AA/DT team for implementation. If Curricular Affairs has questions or finds issues with a request, they will contact the department to discuss the issues and to work toward a resolution.

### Building of Approved Updates:

Once an update is approved by Curricular Affairs the AA/DT team can begin implementing the changes on the Advisement Report and in Smart Planner. Although the plan has been approved, it is possible Curricular Affairs and/or AA/DT will contact the department with questions or feedback regarding the updates. If your updates are significant you will be asked to provide Smart Planner updates as well.

### Department Sign-Off on Updates:

Once AA/DT has completed the updates in UAccess, they will send an updated Advisement Report to the department. The department should review the updated Advisement Report and inform Curricular Affairs and AA/DT of any issues or additional changes within two weeks. If no feedback is received within two weeks, the updates will be considered “accepted” by the department.

### Publication of Updated Plans in Academic Catalog:

In May, SA/DT will publish the updated plans in to the forthcoming year’s Academic Catalog. Any outstanding updates will be updated in the Academic Catalog once all issues have been resolved and implemented.

### Understanding Academic Catalogs:

When you submit updates you are doing so for the upcoming academic year. Updates are not applied retroactively, meaning you will only see these updates for the coming academic year. The Academic Catalog is the University of Arizona’s “contract” with students as to what degree requirements they will be held to based on catalog year. The curriculum in the Academic Catalog needs to be correct as that is the official document of the degree, major, and minor requirements. While departments

may have their own forms or cheat sheets that are more student friendly and accessible, the fact remains that the Academic Catalog needs to be accurate and up-to-date as any matters involving degree requirement disputes or litigation will defer to the Academic Catalog.

#### College Approval of Curriculum Updates:

Deans, Associate Deans, or other stipulated Dean's Office personnel may review the updates submitted by their college. Individuals wishing to be part of this process need to contact Curricular Affairs for appropriateness, security provisioning, and training. The college level approval process is not part of the official workflow, so review and building of the plans by Curricular Affairs and AA/DT will continue if no feedback is provided.

## Security Roles

The following are the security roles that provide access to the Curriculum Update modification, its training requirement, and its location in the Access Provisioning Tool ([https://request.uaccess.arizona.edu/uaccess\\_appreq/](https://request.uaccess.arizona.edu/uaccess_appreq/))

Curriculum Requester (UA SA AA Curriculum Requester): Grants access to submit curricular updates. Should be requested for those in departments or colleges that will be inputting the desired updates in to the UAccess Curriculum mod.

**Training Requirement:** Training with Curricular Affairs or Student Administration

[UAccess Student - Campus Users > Academic Advising > Role – Curriculum Requester](#)

Curriculum Approver (UA SA AA Curriculum Approver): Grants access to review, approve, and deny curricular updates. This role should be requested for those in Curricular Affairs or in Student Administration that will be involved in the curriculum process, but not need access to the Admin level pages.

**Training Requirement:** Training with Curricular Affairs or Student Administration

[UAccess Student - Internal/Central Admin Units > Academic Advising > Role – Curriculum Approver](#)

Curriculum College Approver (UA SA AA Curriculum College Approver): Grants access to approve / deny requested changes for a college representative. This role is intended for Deans and Associate Deans who want to review their college's curriculum updates.

**Training Requirement:** Training with Curricular Affairs or Student Administration

[UAccess Student - Internal/Central Admin Units > Academic Advising > Role – Curriculum College Approver](#)

Curriculum Reviewer (UA SA AA Curriculum Reviewer): Grants access to review curricular update submissions. No submission and approval / denial privileges are provided with this role. This role is intended for individuals with a vested interest in the curriculum process, but who are not inputting submissions, approving/deny, and building the updates in UAccess.

**Training Requirement:** None

[UAccess Student - Internal/Central Admin Units > Academic Advising > Role – Curriculum Reviewer](#)

Curriculum Admin (UA SA AA Curriculum Admin): Grants access to Curriculum Update set up tables. Should only be requested by members of Curricular Affairs and Student Administration who will be maintaining the deadline, security, and college approver tables.

**Training Requirement:** Training with Curricular Affairs or Student Administration

[UAccess Student - Internal/Central Admin Units > Academic Advising > Role – Curriculum Admin](#)

## Submitting Curriculum Updates in UAccess

Navigation: [Main Menu](#) > [Curriculum Management](#) > [UA Curriculum Update](#) > [UA Submit Curriculum Updates](#)

### UA Submit Curriculum Update

Enter any information you have and click Search. Leave fields blank for a list of all values.


On this landing page, you can search for “In Progress” submissions (i.e. you have started the process but not submitted it to Curricular Affairs). When submitting new curriculum updates, you’ll need to click “Add a New Value.”

### UA Submit Curriculum Update

**Academic Plan:**

**Academic Sub-Plan:**

**Term:**

When adding a new value, input the plan code, the sub-plan code (optional), and the term when the updates are due (not when they go in to effect). You can click on the  icon next to plan to see what plans you have access to and need to update. Once you have put in the pertinent data, click “Add” to generate the Curriculum Update ADVIP.

Note: The term should be the term in which you are submitting the updates and not the term for when they should go in to effect. For example, for Fall 2016 updates you would input 2154 (Fall 2015) instead of 2164 (Fall 2016).

Curriculum Update | Curriculum Update Extras

### Submit Curriculum Update

Discard Line

Economics BA Fall 2015

Requirement Groups Find First 1 of 5 Last

**Undergraduate Graduation Requirements (RG511)** Edit Requirement Group Add New Line

All course work and requirements for this degree must be completed prior to the date the degree is awarded. The University of Arizona requirements to follow in this audit are required for graduation and awarding of the degree.

Curriculum:  
 1. The University of Arizona and the Arizona Board of Regents have sole discretion over all curricula changes.  
 2. Courses, programs & requirements may be suspended, deleted, restricted, or changed in any manner, at any time.  
 3. Students must remain currently informed about all policies & other info that bears on completing a degree.

Required Units:  
 Additional units will be required to complete this degree if a student:  
 A) is admitted to the UA with deficiencies;  
 B) changes his/her academic plan(s);  
 C) fails to meet minimum course/plan requirements;  
 D) ineffectively plans or fails to execute a course of study that leads directly to degree completion; or  
 E) is completing more than one baccalaureate degree. Completing a second bachelor's degree at The University of Arizona requires no fewer than 30 units in addition to the units required for the first degree, and all requirements for the second degree must be met.

Requirements

**Undergraduate Requirements** Edit Requirement

The following requirements must be met for graduation.

**Units Required and Cumulative GPA (R2903/L10)** Edit Line

120 units are required at a 2.0 GPA. View the pdf report grid for units earned toward this degree and cumulative GPA.

Completing a second bachelor's degree at The University of Arizona requires no fewer than 30 units in addition to the units required for the first degree, and all requirements for the second degree must be met.

**Upper Division Units (R538/L40)** Edit Line

A minimum of 42 units of upper-division credit are required for this degree.

The report will tell you the major and degree you have accessed as well as the term. You'll notice two tabs: Curriculum Update and Curriculum Update Extras. Most of your work will be conducted on the Curriculum Update tab.

You'll land on a page that looks similar to an online ADVIP. However, unlike the online ADVIP, the Curriculum Report is divided in to pages via Requirement Group. To navigate to other areas of the ADVIP you'll need to use the navigation arrows. The first 4-5 pages will be General Education items that you will likely not need to make any changes to.

Curriculum Update | Curriculum Update Extras

### Submit Curriculum Update

Discard Line

Economics BA Fall 2015

Requirement Groups Find First 5 of 5 Last

**BA in Economics (RG618)** Edit Requirement Group Add New Line

Bachelor of Arts in Economics

Requirements

**Economics Major (R853)** Edit Requirement

Economics Major Coursework

**1. Option I: Core I (R853/L10)** Edit Line

Complete 1 course.

Course	Description	Units	Status
ECON 200	Basic Economic Issues	3.00	Active

**OR 1. Option II: Core I (R853/L20)** Edit Line

Complete 2 courses.

Course	Description	Units	Status
ECON 201A	Principles of Economics	3.00	Active
ECON 201B	Principles of Economics	3.00	Active

**2. Core II (R853/L30)** Edit Line

Complete 2 courses.

Course	Description	Units	Status
ECON 332	Inter Macroeconomics	3.00	Active
ECON 361	Inter Microeconomics	3.00	Active

While using the "Curriculum Update" tab you have four options: Edit Requirement Group, Add New Line, Edit Requirement, and Edit Line. The Edit options involve changing the configuration / wording of existing requirements, while the "Add New Line" initiates a request for a new line to be added.

Edit Line

**Requirements**

**Economics Major (R853)** Edit Requirement  
Economics Major Coursework

**1. Option I: Core I (R853/L10)** Edit Line  
Complete 1 course.

Course	Description	Units	Status
ECON 200	Basic Economic Issues	3.00	Active

**OR 1. Option II: Core I (R853/L20)** Edit Line  
Complete 2 courses.

Course	Description	Units	Status
ECON 201A	Principles of Economics	3.00	Active
ECON 201B	Principles of Economics	3.00	Active

**2. Core II (R853/L30)** Edit Line  
Complete 2 courses.

Course	Description	Units	Status
ECON 332	Inter Macroeconomics	3.00	Active
ECON 361	Inter Microeconomics	3.00	Active

Simply click the “Edit Line” link next to the line you want to edit. For this example, we will click on Core II (R853/L30)

**Update Line Requirements**

**Update Line Requirement**

**Requirement Line Details**

Requirement Group: 000618  
Requirement: 00000853 Economics Major  
Line Nbr: 0030

**Requirement Line Parameters**

Minimum Units: 0.00      New Minimum Units:   
Minimum Courses: 2.00      New Minimum Courses:   
Minimum Grade Points/Unit: 0.00      New Minimum Grade Points/Unit:

**Course List Review**

Subject	Catalog Nbr	Course ID	Description	Status	Remove
1 ECON	332	012824	Inter Macroeconomics	Active	<input type="checkbox"/>
2 ECON	361	012828	Inter Microeconomics	Active	<input type="checkbox"/>

**New Course List**

*Subject	*Catalog Nbr	Course ID	Description	Status
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Report Long Description**

Complete 2 courses.

**Comments**

Ok    Cancel    Discard Changes

When you click “Edit Line” you will be taken to a new tab to provide the updates. You can confirm you are on the correct line by checking the information under the Requirement Line Details area.

If changes to the minimum number of units, courses, or GPA are desired please indicate the new minimum in the appropriate new minimum box. Note: GPA requests will go through a lengthier, more thorough review process. Such requests can be noted in the “Comments” box at the bottom of the page.

**Update Line Requirements**

Update Line Requirement

**Requirement Line Details**

Requirement Group: 000618  
 Requirement: 000000853 Economics Major  
 Line Nbr: 0030

**Requirement Line Parameters**

Minimum Units: 0.00      New Minimum Units:   
 Minimum Courses: 2.00      New Minimum Courses:   
 Minimum Grade Points/Unit: 0.00      New Minimum Grade Points/Unit:

**Course List Review**

Personalize | Find | View All |  | First | 1-2 of 2 | Last

Subject	Catalog Nbr	Course ID	Description	Status	Remove
1 ECON	332	012824	Inter Macroeconomics	Active	<input type="checkbox"/>
2 ECON	361	012828	Inter Microeconomics	Active	<input type="checkbox"/>

**New Course List**

Personalize | Find |  | First | 1 of 1 | Last

*Subject	*Catalog Nbr	Course ID	Description	Status
1 <input type="text"/>	<input type="text"/>			

**Report Long Description**

Complete 2 courses.

**Comments**

The Course List Review Section will display what active courses are set to appear on the line. If any of those need to be removed, simply check the "Remove" box on the appropriate line.

If any courses need to be added to the line, add them under the "New Course List" section by either looking up the courses using the search tool or by inputting the subject and catalog number. To add more courses use the + icon. Remove courses placed in error by using the - icon. Only active courses may be added. If a course is not available please not it in the comments.

The Report Long Description box simply shows you the text that displays for the line on the ADVIP. If you want to change the wording, please indicate that change in the "Comments" box.

Use the comments box to tell us if a change needs to be made to the Report Long Description or if any changes need to be made to this line that you cannot capture using the page functionality. If a line needs to be deleted, for example, you could simply put in the comments to "Delete this line." You can also provide additional information or justification regarding this change if it seems prudent.



**Update Line Requirement**

**Requirement Line Details**

Requirement Group: 000618  
 Requirement: 00000853 Economics Major  
 Line Nbr: 0030

**Requirement Line Parameters**

Minimum Units: 0.00      New Minimum Units:   
 Minimum Courses: 2.00      New Minimum Courses:   
 Minimum Grade Points/Unit: 0.00      New Minimum Grade Points/Unit:

**Course List Review**

Subject	Catalog Nbr	Course ID	Description	Status	Remove
1 ECON	332	012824	Inter Macroeconomics	Active	<input type="checkbox"/>
2 ECON	361	012828	Inter Microeconomics	Active	<input type="checkbox"/>

**New Course List**

*Subject	*Catalog Nbr	Course ID	Description	Status
1 ECON	301	038020	Microeconomic Analysis & Appl	Active
2 ECON	331	038021	Macroeconomic Analysis and Pol	Active

**Report Long Description**

Complete 2 courses.

**Comments**

We are adding ECON 301 and 331 as options here. Please change Report Long Description to "Complete 2 courses. Only one Micro and one Macro course are allowed. A grade of C is required in each course."

**Buttons:**

A completed Edit Line form would might look like this . . .

Once finished with the line updates, click "Ok" to add them to your update request. Clicking cancel if you do not wish to save the changes made on this page.

**Has Changes**

**2. Core II (R853/L30)** [Edit Line](#)

Complete 2 courses.

Course	Description	Units	Status
ECON 301	Microeconomic Analysis & Appl	3.00	Active
ECON 331	Macroeconomic Analysis and Pol	3.00	Active
ECON 332	Inter Macroeconomics	3.00	Active
ECON 361	Inter Microeconomics	3.00	Active

Once you have clicked "Ok" you will be taken back to the Curriculum Update Report. You'll notice that the line has now been designated as having changes and that the new courses added on the line (they have not actually been added yet but are there for visual reference). Similarly, if courses are removed, they will appear in red with a strikethrough to indicate their removal from the line.



Add New Line

Curriculum Update | Curriculum Update Extras

Submit Curriculum Update

Discard Line

Economics BA Fall 2015

Requirement Groups Find First 5 of 5 Last

**BA in Economics (RG618)** Edit Requirement Group  
Bachelor of Arts in Economics **Add New Line**

Requirements

**Economics Major (R853)** Edit Requirement  
Economics Major Coursework

1. Option I: Core I (R853/L10) Edit Line

Complete 1 course.

Course	Description	Units	Status
ECON 200	Basic Economic Issues	3.00	Active

To request a new line be created in your major or minor, please click “Add New Line” in the Requirement Groups box.

Add New Line Requirement

Add New Line Requirement

Add New Requirement Line

Requirement Group 000618 BA in Economics

\*Requirement

\*New Line Nbr

Requirement Line Parameters

New Minimum Units

New Minimum Courses

New Minimum Grade Points/Unit

New Course List

Personalize | Find | First 1 of 1 Last

*Subject	*Catalog Nbr	Course ID	Description	Status
1				

Report Long Description

Comments

OK Cancel

The “Add New Line Requirement” page is meant to look like the Edit Line page. The differences are the prompt to choose where the line should fall and the exclusion of the Course List Review section.

**Add New Line Requirement**

Add New Requirement Line

Requirement Group: 000618 BA in Economics

\*Requirement: 00853 - Economics Major

\*New Line Nbr: 00856 - Economics Electives

Requirement Line Parameters

New Minimum Units:

New Minimum Courses:

New Minimum Grade Points/Unit:

The Requirement Group will default to the RG on which you clicked “Add New Line” but you must select the Requirement where the new line should be added using the drop down menu.

**Add New Line Requirement**

Add New Requirement Line

Requirement Group: 000618 BA in Economics

\*Requirement: 00853 - Economics Major

\*New Line Nbr:

Requirement Line Parameters

New Minimum Units:

New Minimum Courses:

New Minimum Grade Points/Unit:

Before 0010 - 1. Option I: Core I (R853/L10)  
 After 0010 - 1. Option I: Core I (R853/L10)  
 After 0020 - OR 1. Option II: Core I (R853/L20)  
 After 0030 - 2. Core II (R853/L30)  
 After 0040 - 3. Core III (R853/L40)  
 After 0045 - 4. Communication (R853/L45)  
 After 0050 - 5. Upper Division Major Coursework (R853/L50)

Once a Requirement is chosen, choose where the line should fall on the report using the second drop down menu.

**Add New Line Requirement**

Add New Requirement Line

Requirement Group: 000618 BA in Economics

\*Requirement: 00853 - Economics Major

\*New Line Nbr: After 0040 - 3. Core III (R853/L40)

Requirement Line Parameters

New Minimum Units:

New Minimum Courses:

New Minimum Grade Points/Unit:

New Course List

*Subject	*Catalog Nbr	Course ID	Description	Status	First	1-5 of 5	Last
1 ECON	340	012826	Int'L Econ And Policy	Active			
2 ECON	342	012827	Econ of Latin America	Active			
3 ECON	370	038486	China's Economic Development	Active			
4 ECON	442	012862	International Macroeconomics	Active			
5 ECON	464	012875	Economics of Immigration	Active			

Report Long Description

Global Economics

Comments

Please call this new line "Global Economics."

OK Cancel

Otherwise, the Add New Line page works like the Edit Line. Add the minimum number of units or courses and the courses that should appear as options on the line. Please put your desired title for the line in the “Report Long Description” area. The Comments can be used for various purposes, as stated previously. Click “Ok” when you are pleased with your set up.

Curriculum Update | Curriculum Update Extras

### Submit Curriculum Update

Discard Line

Economics BA Fall 2015

Requirement Groups Find First 5 of 5 Last

**BA in Economics (RG618)** Edit Requirement Group  
Bachelor of Arts in Economics Add New Line

Requirements

**Has Changes**

New Line After 3. Core III (R853/L40) Edit Line

Global Economics

Course	Description	Units	Status
ECON 340	Int'L Econ And Policy	3.00	Active
ECON 342	Econ of Latin America	3.00	Active
ECON 370	China's Economic Development	3.00	Active
ECON 442	International Macroeconomics	3.00	Active
ECON 464	Economics of Immigration	3.00	Active

Like with the Edit Line, once you have clicked "Ok" you will jump back to the update report and see the new line request at the top of the Requirement where it needs to be added.

### Edit Requirement

Curriculum Update | Curriculum Update Extras

### Submit Curriculum Update

Discard Line

Economics BA Fall 2015

Requirement Groups Find First 5 of 5 Last

**BA in Economics (RG618)** Edit Requirement Group  
Bachelor of Arts in Economics Add New Line

Requirements

**Has Changes**

New Line After 3. Core III (R853/L40) Edit Line

Global Economics

Course	Description	Units	Status
ECON 340	Int'L Econ And Policy	3.00	Active
ECON 342	Econ of Latin America	3.00	Active
ECON 370	China's Economic Development	3.00	Active
ECON 442	International Macroeconomics	3.00	Active
ECON 464	Economics of Immigration	3.00	Active

**Economics Major (R853)** Edit Requirement  
Economics Major Coursework

1. Option I: Core I (R853/L10) Edit Line

Complete 1 course.

Course	Description	Units	Status
ECON 200	Basic Economic Issues	3.00	Active

To make a change to a requirement simply click the "Edit Requirement" link next to the requirement you wish to update.

**Curriculum Requirement Edit**

**Update Requirement**

**Requirement Line Details**

Requirement Group: 000618  
 Requirement: 00000853 Economics Major

**Report Long Description**

Economics Major Coursework

**Comments**

Ok Cancel Discard Changes

Because the functionality of Requirements is unfamiliar to most users, the Edit Requirement page is very simple and will mostly be used for updating text on a particular requirement. Use the Comments area to explain any changes that you would like to be made.

**Curriculum Update** | Curriculum Update Extras

**Submit Curriculum Update**

Discard Line

Economics BA Fall 2015

Requirement Groups Find First 5 of 5 Last

**BA in Economics (RG618)** Edit Requirement Group  
 Bachelor of Arts in Economics Add New Line

**Requirements**

**Has Changes**

**New Line After 3. Core III (R853/L40)** Edit Line

Global Economics

Course	Description	Units	Status
ECON 340	Int'L Econ And Policy	3.00	Active
ECON 342	Econ of Latin America	3.00	Active
ECON 370	China's Economic Development	3.00	Active
ECON 442	International Macroeconomics	3.00	Active
ECON 464	Economics of Immigration	3.00	Active

**Has Changes**

**Economics Major (R853)** Edit Requirement  
 Economics Major Coursework

**1. Option I: Core I (R853/L10)** Edit Line

Complete 1 course.

Course	Description	Units	Status
ECON 200	Basic Economic Issues	3.00	Active

Again, once you click "Ok" to add the update request, you will bounce back to the update report, and you'll see the note "Has Changes" at the Requirement level.

### Edit Requirement Group

Curriculum Update | Curriculum Update Extras

Submit Curriculum Update

Discard Line

Economics BA Fall 2015

Requirement Groups Find First 5 of 5 Last

**BA in Economics (RG618)** [Edit Requirement Group](#)  
 Bachelor of Arts in Economics [Add New Line](#)

Requirements

**Has Changes**

**New Line After 3. Core III (R853/L40)** [Edit Line](#)

Global Economics

Course	Description	Units	Status
ECON 340	Int'L Econ And Policy	3.00	Active
ECON 342	Econ of Latin America	3.00	Active
ECON 370	China's Economic Development	3.00	Active
ECON 442	International Macroeconomics	3.00	Active
ECON 464	Economics of Immigration	3.00	Active

**Has Changes**

**Economics Major (R853)** [Edit Requirement](#)  
 Economics Major Coursework

**1. Option I: Core I (R853/L10)** [Edit Line](#)

Complete 1 course.

Course	Description	Units	Status
ECON 200	Basic Economic Issues	3.00	Active

To make a change to a Requirement Group simply click the "Edit Requirement Group" link next to the requirement group you wish to update.

Update Curriculum Group

Update Requirement Group

Requirement Group Details

Requirement Group 000618 BA in Economics

Report Long Description

Bachelor of Arts in Economics

Comments

Ok Cancel Discard Changes

Like Requirements, you can only add comments to the Update Requirement Group.

Curriculum Update | Curriculum Update Extras

### Submit Curriculum Update

Discard Line

Economics BA Fall 2015

Requirement Groups Find First 5 of 5 Last

**Has Changes**

**BA in Economics (RG618)** Edit Requirement Group  
Add New Line

Bachelor of Arts in Economics

Requirements

**Has Changes**

**New Line After 3. Core III (R853/L40)** Edit Line

Global Economics

Course	Description	Units	Status
ECON 340	Int'L Econ And Policy	3.00	Active
ECON 342	Econ of Latin America	3.00	Active
ECON 370	China's Economic Development	3.00	Active
ECON 442	International Macroeconomics	3.00	Active
ECON 464	Economics of Immigration	3.00	Active

**Has Changes**

**Economics Major (R853)** Edit Requirement

Economics Major Coursework

**1. Option I: Core I (R853/L10)** Edit Line

Complete 1 course.

Course	Description	Units	Status
ECON 200	Basic Economic Issues	3.00	Active

Once you click "Ok" to add the update request, you will bounce back to the update report, and you'll see the note "Has Changes" at the Requirement Group level.

### Discarding or Editing an Update

**Economics Major (R853)** Edit Requirement

Economics Major Coursework

**Has Changes**

**1. Option I: Core I (R853/L10)** **Edit Line**

Complete 1 course.

Course	Description	Units	Status
ECON 205	Ethics+Econ/Wealth Creat	3.00	Active
ECON 217	Resource + Envir Econ	3.00	Active
ECON 200	Basic Economic Issues	3.00	Active

If for any reason you need to remove or change an update click the "Edit Line" link next to the line (or Edit Requirement or Edit Requirement Group).

**Update Line Requirements**

**Update Line Requirement**

**Requirement Line Details**

Requirement Group: 000618  
 Requirement: 000000853 Economics Major  
 Line Nbr: 0010

**Requirement Line Parameters**

Minimum Units: 0.00      New Minimum Units:   
 Minimum Courses: 1.00      New Minimum Courses:   
 Minimum Grade Points/Unit: 0.00      New Minimum Grade Points/Unit:

**Course List Review**

Subject	Catalog Nbr	Course ID	Description	Status	Remove
1 ECON	200	012803	Basic Economic Issues	Active	<input checked="" type="checkbox"/>

**New Course List**

*Subject	*Catalog Nbr	Course ID	Description	Status	
1 ECON	205	026203	Ethics+Econ/Wealth Creat	Active	+ -
2 ECON	217	007974	Resource + Envir Econ	Active	+ -

**Report Long Description**

Complete 1 course.

**Comments**

Ok    Cancel    **Discard Changes**

Clicking “Edit Line” (or Requirement or Requirement Group) will take you back to the update you previously input. Here, you can simply make any changes that are necessary or simply discard the update entirely by clicking “Discard Changes.” You will be given a warning message which you can accept if you’re sure you want to proceed with the deletion. Please note, clicking Discard Changes will permanently delete the contents of the line, new line, requirement, or requirement group entry.

**Doesn't Have Changes**

1. Option I: Core I (R853/L10) [Edit Line](#)

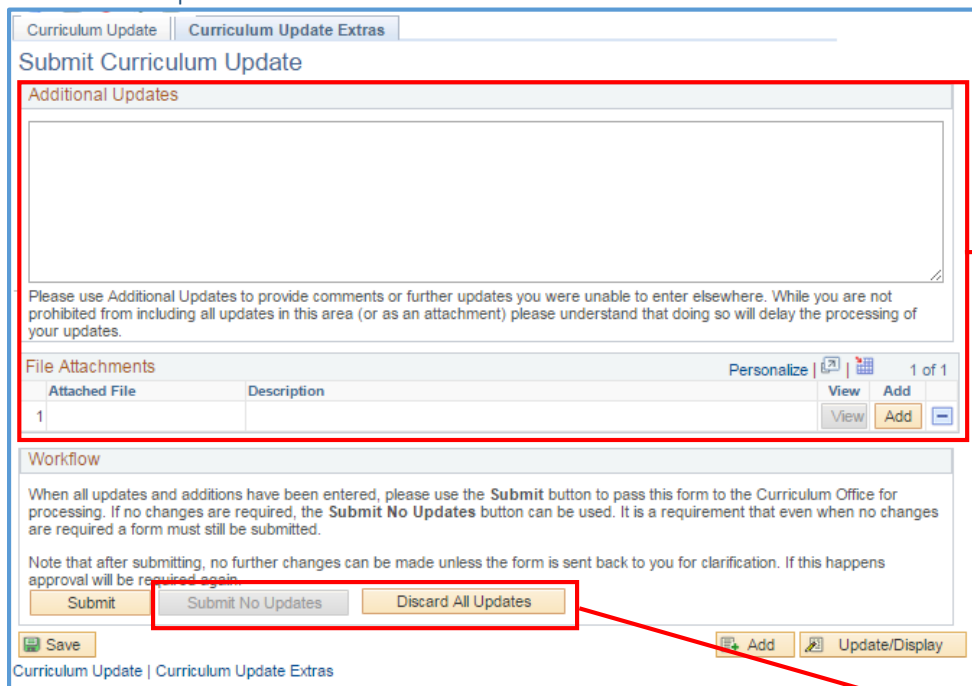
Complete 1 course.

Course	Description	Units	Status
ECON 200	Basic Economic Issues	3.00	Active

Once discarded, the line will revert to its original form, and the red line will indicate that the line “Doesn’t Have Changes.”



Curriculum Update Extras Tab



Curriculum Update | Curriculum Update Extras

### Submit Curriculum Update

**Additional Updates**

Please use Additional Updates to provide comments or further updates you were unable to enter elsewhere. While you are not prohibited from including all updates in this area (or as an attachment) please understand that doing so will delay the processing of your updates.

**File Attachments**

Attached File	Description	View	Add
1		View	Add

**Workflow**

When all updates and additions have been entered, please use the **Submit** button to pass this form to the Curriculum Office for processing. If no changes are required, the **Submit No Updates** button can be used. It is a requirement that even when no changes are required a form must still be submitted.

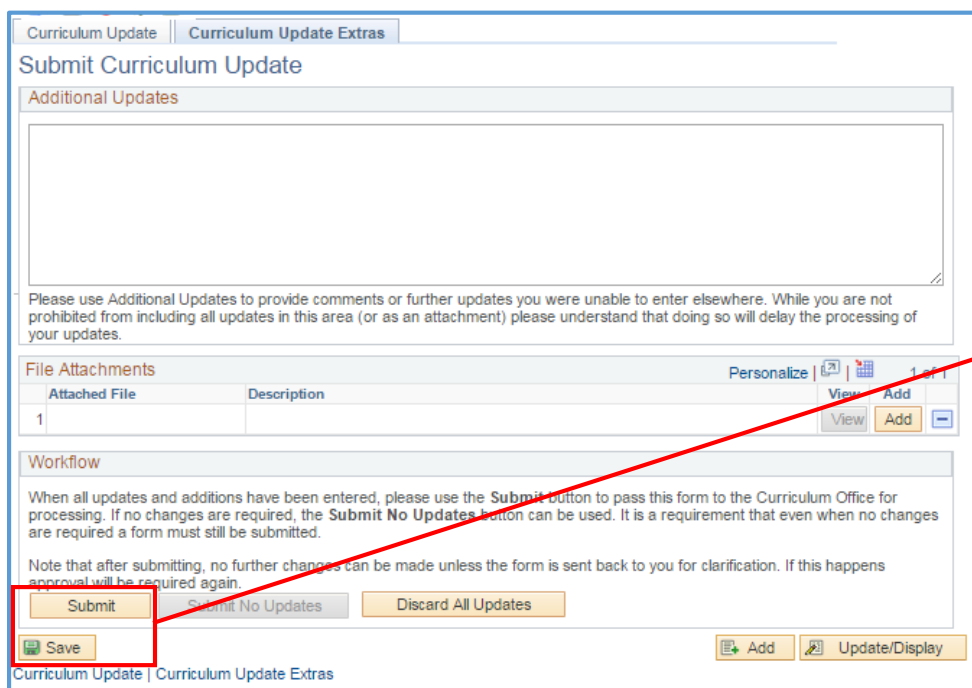
Note that after submitting, no further changes can be made unless the form is sent back to you for clarification. If this happens approval will be required again.

Curriculum Update | Curriculum Update Extras

The Curriculum Update Extras tab gives you a few more options for creating and submitting your update. Here, you can include overall comments that you might be unsure where else to include and you can attach files, which might be useful if significant changes need to be made or you have a new major or minor.

If your plan has no updates, you would want to click the "Submit No Updates" button. This feature is disabled here because updates have been input.

If you want to start completely over, you can click "Discard All Updates" to delete all the updates for the major / minor that have been created.



Curriculum Update | Curriculum Update Extras

### Submit Curriculum Update

**Additional Updates**

Please use Additional Updates to provide comments or further updates you were unable to enter elsewhere. While you are not prohibited from including all updates in this area (or as an attachment) please understand that doing so will delay the processing of your updates.

**File Attachments**

Attached File	Description	View	Add
1		View	Add

**Workflow**

When all updates and additions have been entered, please use the **Submit** button to pass this form to the Curriculum Office for processing. If no changes are required, the **Submit No Updates** button can be used. It is a requirement that even when no changes are required a form must still be submitted.

Note that after submitting, no further changes can be made unless the form is sent back to you for clarification. If this happens approval will be required again.

Curriculum Update | Curriculum Update Extras

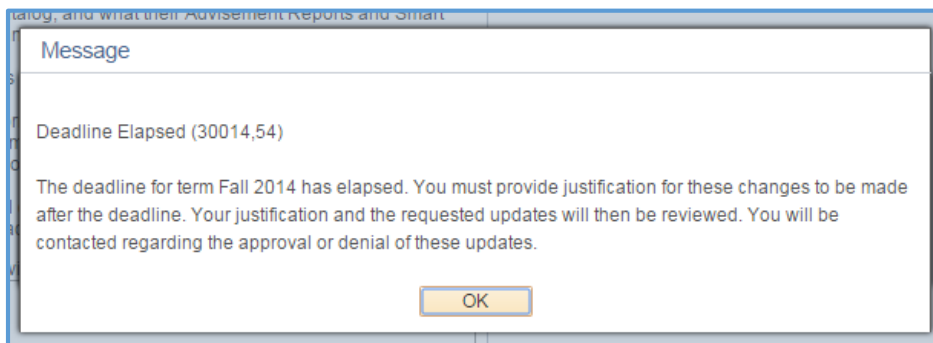
A distinction should be made between "Submit" and "Save." Clicking "Submit" indicates you are done with your updates and are ready for them to go to Curricular Affairs for Review. When you click Submit you will be given a confirmation warning asking if you're sure you're ready to send the updates off.

"Save" retains the updates you have made, but allows to return to them at a later time, perhaps after consulting a colleague regarding a change or when you have more time. Saved items are not submitted and will not be sent to CA for review, so be sure to return and submit the updates.

### Submitting Updates After the Deadline

It is important that you submit your curriculum updates on time. If you submit your update past the deadline stipulated for your college you will be prompted to justify why these updates should be made and provide reasoning for their tardiness.

In such cases, you will receive a pop-up warning alerting you to the missed deadline when you try to access your plan. Please read the warning and click “Ok” when finished.



Once you have cleared the message, you will see a statement regarding the importance of curricular deadlines, and you will then have access to a text box where you can explain your justification for why the tardy updates should be accepted. Please input your justification and click “Ok” to proceed to request updates.

**Deadline Warning**

**Acknowledgement and Justification**

The *UA General Catalog* is the official, binding record of academic program standards and requirements to which students are held accountable. As such, program information must be accurate. Adhering to curricular deadlines is essential to maintaining an accurate Academic Catalog and Advising Reports.

Adherence to deadlines:

- ensures curriculum updates are in place prior to pre-scheduling courses for freshman orientations, the first of which occurs April, so freshman are correctly registered for classes based on the program requirements for the upcoming academic year.
- ensures data integrity between what students see in the academic catalog, and what their Advisement Reports and Smart Planner display. Additionally, Degree Search is based on Smart Planner data, so any updates for degree Search must match, and already be approved before they will be updated.
- helps departments to better forecast seat demand for course offerings for the upcoming academic year, as academic requirements for the academic year have already been established.
- helps students correctly register for classes, and provides correct information on advising and Smart Planner reports that can alleviate the volume of questions and issues students bring to departments and/or advisors. It also creates a positive first impression for students transitioning to The University Of Arizona, who are often most impacted by post-deadline curriculum changes.
- reduces the possibility that The University Of Arizona could face legal challenges from students negatively impacted by changes made to their academic requirements after the start of their academic career at UA.

Please provide justification for why these changes should be accepted following the deadline:

By clicking **OK** you acknowledge that you have read and understand the importance of curriculum deadlines. While there are valid reasons for needing changes past the deadline, clicking OK does not guarantee any late updates will be accepted and approved. Late submissions will be carefully reviewed before being approved or denied.

## Reviewing Curriculum Updates in UAccess

Navigation: [Main Menu](#) > [Curriculum Management](#) > [UA Curriculum Update](#) > [UA Review Curriculum Updates](#)

Curriculum Submitters can access the Review pages to see comments on their updates or to see what was submitted.

### UA Review Curriculum Update

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

**Academic Plan:**

**Academic Sub-Plan:**

**Term:**

**Request Date:**

**Academic Program:**

Basic Search 
Save Search Criteria

#### Search Results

View All First  1-14 of 14  Last

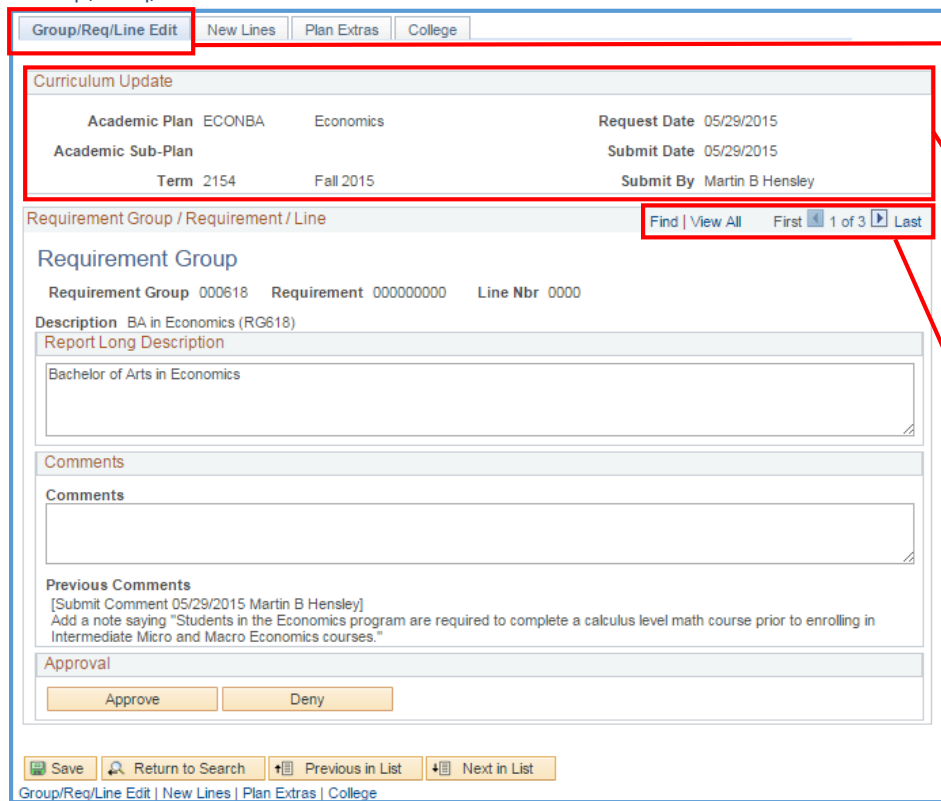
User ID	Academic Plan	Academic Sub-Plan	Term	Academic Program	Request Date
HENSLEYB ANTHBS	ARS		2154	USBSC	05/13/2015
HENSLEYB CHSBS	(blank)		2154	USBSC	05/14/2015
HENSLEYB CLASBA	LAT		2154	UHMNT	05/13/2015
HENSLEYB COSCBA	(blank)		2154	USCNC	05/13/2015
HENSLEYB EASBA	(blank)		2154	UHMNT	05/13/2015
HENSLEYB EASBA	CCLI		2154	UHMNT	05/13/2015
HENSLEYB EASBA	JCLI		2154	UHMNT	05/13/2015
HENSLEYB ECONBA	(blank)		2154	USBSC	05/29/2015
HENSLEYB GEOGBS	GIS		2154	USBSC	05/14/2015
HENSLEYB GWSBA	(blank)		2154	USBSC	05/13/2015
HENSLEYB GWSBA	SQS		2154	USBSC	05/13/2015
HENSLEYB HMTHMINU	ICST		2154	UAGSC	05/14/2015
HENSLEYB JOURBA	(blank)		2154	USBSC	05/08/2015
HENSLEYB POLBA	LPP		2154	USBSC	05/08/2015

Use the search fields to locate a plan. Access to the plans is managed by security, so unless you have “All Access” you should only see the plans you are assigned in the search results that have been submitted.

Please note, that the User ID field displays your user ID and not the ID of the individual who submitted the update, so do not be concerned if you see your ID listed next to a plan you did not submit updates for.

To access a plan, simply click on the appropriate link.

Group/Req/Line Edit Tab:

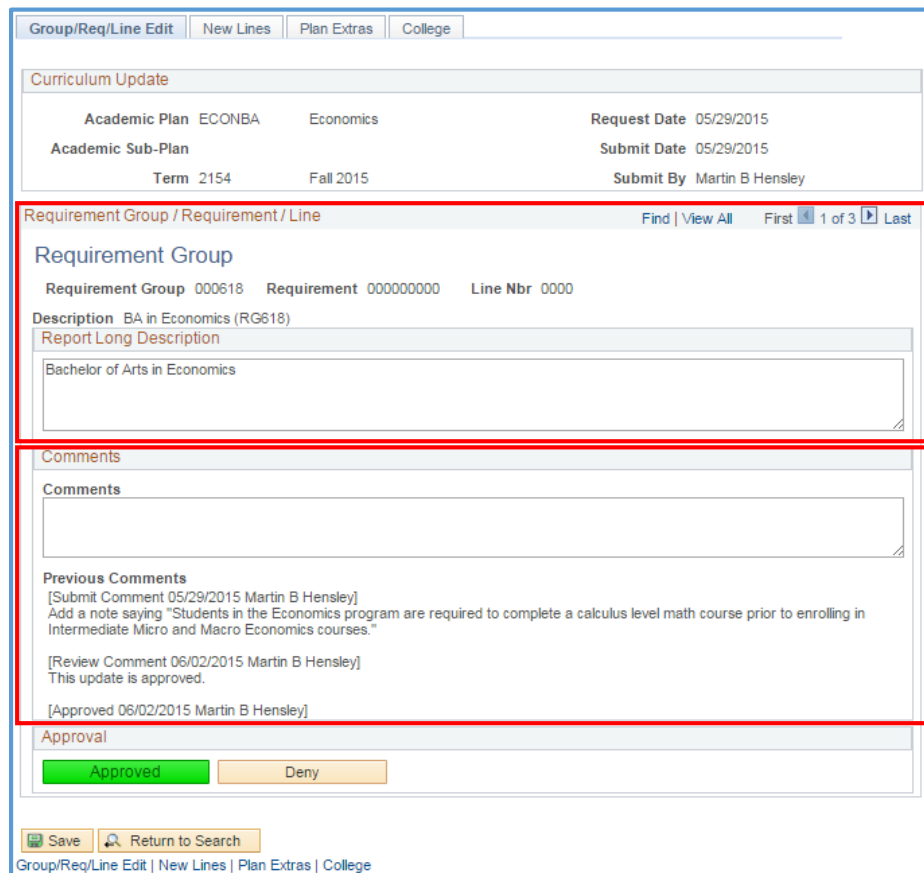


This screenshot shows the 'Group/Req/Line Edit' tab selected. The 'Curriculum Update' section displays: Academic Plan ECONBA, Economics, Request Date 05/29/2015, Academic Sub-Plan, Submit Date 05/29/2015, Term 2154, Fall 2015, and Submit By Martin B Hensley. Below this, the 'Requirement Group / Requirement / Line' section shows Requirement Group 000618, Requirement 00000000, and Line Nbr 0000. The 'Description' is 'BA in Economics (RG618)' and the 'Report Long Description' is 'Bachelor of Arts in Economics'. There are sections for 'Comments' and 'Previous Comments' (with a note about calculus requirements), and an 'Approval' section with 'Approve' and 'Deny' buttons. Navigation buttons at the bottom include 'Save', 'Return to Search', 'Previous in List', and 'Next in List'.

When you access a plan, you will land on the first of four tabs, which is the "Group/Req/Line Edit" tab. On this tab you can review Requirement Group, Requirement, and Line edits submitted for a plan.

The Curriculum Update box will give you an overview of the plan you are reviewing, when it was submitted, and whom it was submitted by.

Like many other areas in UAccess, you'll need to use the navigation arrows to view other updates included in this submission.



This screenshot shows the 'Requirement Group / Requirement / Line' section selected. It displays the same 'Curriculum Update' overview as the first screenshot. The 'Requirement Group' section shows Requirement Group 000618, Requirement 00000000, and Line Nbr 0000. The 'Description' is 'BA in Economics (RG618)' and the 'Report Long Description' is 'Bachelor of Arts in Economics'. The 'Comments' section is empty. The 'Previous Comments' section shows two entries: one from 05/29/2015 about calculus requirements, and another from 06/02/2015 stating 'This update is approved.' The 'Approval' section shows a green 'Approved' button and a 'Deny' button. Navigation buttons at the bottom include 'Save' and 'Return to Search'.

The "Requirement Group/Requirement/Line" box will give you data on the update you're looking at. Because this is a RG the R and L numbers are null.

Comments included on the updates will appear under the "Previous Comments" area. New comments can be added by adding them to the comment box and clicking "Save." The comment will then be added to the comments thread. Approvals and Denials are also cataloged here.

Group/Req/Line Edit | New Lines | Plan Extras | College

---

Curriculum Update

Academic Plan	ECONBA	Economics	Request Date	05/29/2015
Academic Sub-Plan			Submit Date	05/29/2015
Term	2154	Fall 2015	Submit By	Martin B Hensley

---

Requirement Group / Requirement / Line

Find | View All | First 2 of 3 Last

**Requirement**

Requirement Group 000618 Requirement 000000853 Line Nbr 0000

Description Economics Major (R853)

Report Long Description

Economics Major Coursework

---

Comments

Comments

---

**Previous Comments**

[Submit Comment 05/29/2015 Martin B Hensley]  
Please add note that "A grade of C is required in Intermediate Micro and Macro Economics Courses."

[Review Comment 06/02/2015 Martin B Hensley]  
It would make more sense to include this message on the RG with the previous about calculus that was requested.

[Denied 06/02/2015 Martin B Hensley]

---

Approval

Approve Denied

---

Save Return to Search

Group/Req/Line Edit | New Lines | Plan Extras | College

Here we have moved to update submitted for a Requirement. Again, the Line Nbr value is null since this is an update to a Requirement.

As with before, comments can added by inputting text in to the Comments box and saving the page. For this example, the update was denied.

Group/Req/Line Edit | New Lines | Plan Extras | College

---

Curriculum Update

Academic Plan ECONBA      Economics      Request Date 05/29/2015  
 Academic Sub-Plan      Submit Date 05/29/2015  
 Term 2154      Fall 2015      Submit By Martin B Hensley

---

Requirement Group / Requirement / Line      Find | View All      First 3 of 3 Last

**Requirement Line**  
 Requirement Group 000618      Requirement 00000853      Line Nbr 0030

Description 2. Core II (R853/L30)

Requirement Line Parameters

Minimum Units	0.00	New Minimum Units	0.00
Minimum Courses	2.00	New Minimum Courses	0.00
Minimum Grade Points/Unit	0.00	New Minimum Grade Points/Unit	2.00

Courses to Remove

Subject	Catalog Nbr	Course ID	Description
1			

Courses to Add

Subject	Catalog Nbr	Course ID	Description
1	ECON 301	038020	Microeconomic Analysis & Appl
2	ECON 331	038021	Macroeconomic Analysis and Pol

Report Long Description

Complete 2 courses.

Comments

Comments

Previous Comments

[Submit Comment 05/29/2015 Martin B Hensley]  
 We are adding ECON 301 and 331 as options here. Please change Report Long Description to "Complete 2 courses. Only one Micro and one Macro course are allowed. A grade of C is required in each course."

[Approved 08/02/2015 Martin B Hensley]

[Review Comment 08/02/2015 Martin B Hensley]  
 Approved, but please put Micro and Macro courses on separate lines, so students are not able to fulfill the line with two courses of the same focus.

Approval

Group/Req/Line Edit | New Lines | Plan Extras | College

For the line edit, the RG/R/L fields will all be populated.

Requested line parameter changes will display here.

Courses requested to be added or removed from the line will display, which is different from the Requirement Group and Requirement review pages.

As with before, comments can added by inputting text in to the Comments box and saving the page.

New Lines Tab

The new lines tab allows the user to review any new line requests that were submitted.

Group/Req/Line Edit | **New Lines** | Plan Extras | College

**Curriculum Update**

Academic Plan	ECONBA	Economics	Request Date	05/29/2015
Academic Sub-Plan			Submit Date	05/29/2015
Term	2154	Fall 2015	Submit By	Martin B Hensley

**New Requirement Line** Find | View All | First 1 of 1 Last

**New Requirement Line**

Requirement Group 000618 Requirement 000000085 Line Nbr 0042

**Description** New Line After 3. Core III (R853/L40)

**New Requirement Line Parameters**

New Minimum Units	0.00
New Minimum Courses	1.00
New Minimum Grade Points/Unit	0.00

**Courses to Add**

Subject	Catalog Nbr	Course ID	Description
1 ECON	340	012826	Int'L Econ And Policy
2 ECON	342	012827	Econ of Latin America
3 ECON	370	038486	China's Economic Development
4 ECON	442	012862	International Macroeconomics
5 ECON	464	012875	Economics of Immigration

**Report Long Description**

Global Economics

**Comments**

Comments

**Previous Comments**

[Submit Comment 05/29/2015 Martin B Hensley]  
Please call this new line "Global Economics."

[Approved 06/02/2015 Martin B Hensley]

**Approval**

Approved
Deny

Save Return to Search

Group/Req/Line Edit | **New Lines** | Plan Extras | College

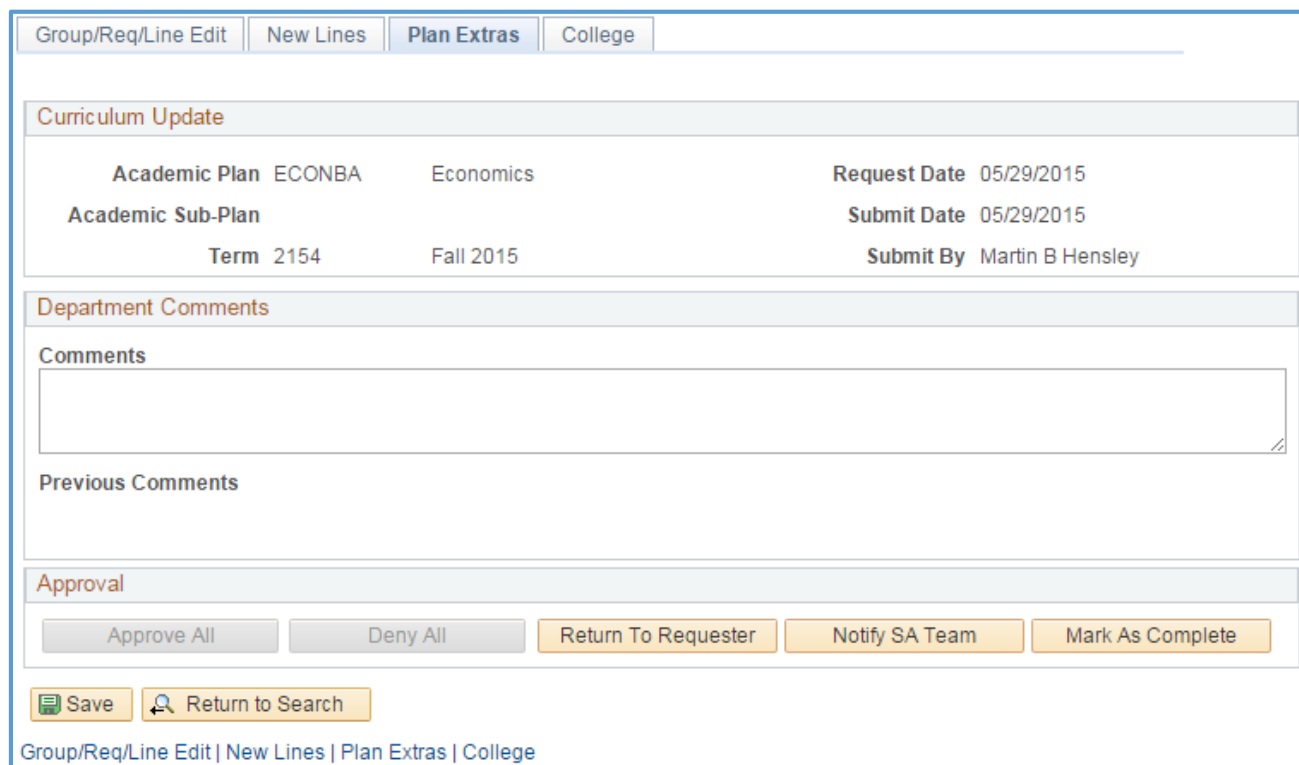
The New Lines tab and page look similar to the "Edit Line" page. The Description indicates where the new line should go in the Req.

The requested line parameters and the course list are included.



### Plan Extras Tab

The Plan Extras tab corresponds to the Curriculum Update Extras tab on the submission form. Here the user can see and add any overall comments for the plan and view attached files, if any. Because no file was attached to the ECONBA update in our example, the view file box is not present.



Depending on previous actions, some or all of the actions available in the “Approval” box will be available. If the user has consistently Approved or Denied or not stipulated either on *all* of the updates the option will be available for the approver to “Approve All” or “Deny All.” Because, in our example, there are both approvals and denials, those options are not available.

The approver also has the option to “Return to Requester,” “Notify SA Team,” and “Mark As Complete.”

- ***Return to Requester:*** if the reviewer finds issues with the requested updates or something is unclear, he/she can use this option to “assign” the update back to the individual who submitted this. An automated message will go out indicating the submitter needs to respond to the reviewer’s comments. The original submitter will have access to the plan again at Main Menu > Curriculum Management > UA Curriculum Update > UA Submit Curriculum Updates. The submitter will need to locate the plan using the search function on UA Submit Curriculum Updates page (it will be available again as if it were saved and not submitted). The submitter should add and save comments for the reviewer to see and then resubmit the update.
- ***Notify SA Team:*** if the reviewer does not find issues or have questions regarding the update he/she can send assign to the SA Team so the updates can be implemented on the Advisement Reports and in Smart Planner. An email goes out to the submitter and the SA Team when this status is selected.
- ***Mark As Complete:*** if no updates are needed the reviewer in Curricular Affairs can mark the update as complete. In most situations, the SA Team will be the ones to indicate when an update is complete. When an update is marked as complete an automated email will go out to Curricular Affairs, SA Team, and the submitter.

### College Tab

The college tab will be accessible for deans, associate deans, or dean’s office administrative personnel who want to be able to review the curriculum update requests of their college. Users gain access to this page by having the Curriculum College Approver role and being assigned a college in the college security table. Users can add comments and provide an overall approval or denial—they do not have line item approval or denial authority. This is an ancillary process and curricular approvals and building will not be held for college approval.

Group/Req/Line Edit		New Lines		Plan Extras		<b>College</b>	
<b>Curriculum Update</b>							
<b>Academic Plan</b>		ECONBA		Economics		<b>Request Date</b> 05/29/2015	
<b>Academic Sub-Plan</b>						<b>Submit Date</b> 05/29/2015	
<b>Term</b>		2154		Fall 2015		<b>Submit By</b> Martin B Hensley	
<b>College Comments</b>							
<b>Comments</b>							
<div style="border: 1px solid gray; height: 30px;"></div>							
<b>Previous Comments</b>							
<b>Approval</b>							
<input type="button" value="Approve"/>				<input type="button" value="Deny"/>			
<input type="button" value="Save"/>		<input type="button" value="Return to Search"/>					
Group/Req/Line Edit   New Lines   Plan Extras   <b>College</b>							

## Viewing Archived Curriculum Updates

Navigation: [Main Menu](#) > [Curriculum Management](#) > [UA Curriculum Update](#) > [UA Archived Curriculum Update](#)

Users can view archived versions of their curriculum updates to ensure the updates they requested were implemented or if questions arise regarding what was or was not requested. Navigate to the appropriate page and provide search criteria to locate the archived plan update you are looking for.

### UA Archived Curriculum Update

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Academic Plan:

Academic Sub-Plan:

Term:

Request Date:

Academic Program:

User ID:

Approval Status:

Approval Status:

Case Sensitive

Search
Clear
Basic Search 
Save Search Criteria

#### Search Results

View All First  1-47 of 47  Last

User ID	Academic Plan	Academic Sub-Plan	Term	Request Date	Academic Program	User ID	Approval Status	Approval Status
HENSLEYB ANTHBS	ARS		2154	05/13/2015	USBSC	HENSLEYB	In-Process	(blank)
HENSLEYB ASTRMINU	LA		2144	04/01/2015	USCNC	HENSLEYB	In-Process	(blank)
HENSLEYB BIOLBS	BF		2144	01/08/2015	USCNC	LARRABEE	In-Process	(blank)
HENSLEYB BIOLBS	BS		2144	01/08/2015	USCNC	LARRABEE	In-Process	(blank)
HENSLEYB BIOLBS	OB		2144	01/08/2015	USCNC	LARRABEE	In-Process	(blank)
HENSLEYB CHSBS	(blank)		2154	05/14/2015	USBSC	HENSLEYB	In-Process	(blank)
HENSLEYB CLASBA	LAT		2154	05/13/2015	UHMNT	HENSLEYB	In-Process	(blank)
HENSLEYB COSCBA	(blank)		2154	05/13/2015	USCNC	HENSLEYB	In-Process	(blank)
HENSLEYB CRTVMINU	(blank)		2144	12/15/2014	UAGSC	SHOLM	In-Process	(blank)
HENSLEYB EASBA	(blank)		2154	05/13/2015	UHMNT	HENSLEYB	In-Process	(blank)
HENSLEYB EASBA	CCLI		2154	05/13/2015	UHMNT	HENSLEYB	In-Process	(blank)
HENSLEYB EASBA	JCLI		2154	05/13/2015	UHMNT	HENSLEYB	In-Process	(blank)
HENSLEYB ECEDBAED	(blank)		2144	12/19/2014	UEDUC	SME	In-Process	(blank)

The archived curriculum reports look like the review pages, but are view only. Comments cannot be added and statuses cannot be changed.

Group/Req/Line Edit
New Lines
Plan Extras
College

**Curriculum Update**

Academic Plan	ECONBA	Economics	Request Date	02/11/2015
Academic Sub-Plan			Submit Date	02/11/2015
Term	2144	Fall 2014	Submit By	Martin B Hensley

Requirement Group / Requirement / Line Find | View All | First 3 of 3 Last

**Requirement Line**

Requirement Group 000618 Requirement 000000853 Line Nbr 0010

Description 1. Option I: Core I (R853/L10)

**Requirement Line Parameters**

Minimum Units	0.00	New Minimum Units	0.00
Minimum Courses	1.00	New Minimum Courses	2.00
Minimum Grade Points/Unit	0.00	New Minimum Grade Points/Unit	0.00

**Courses to Remove**

#	Subject	Catalog Nbr	Course ID	Description
1				

**Courses to Add**

#	Subject	Catalog Nbr	Course ID	Description
1	ECON	210	012807	Survey Economic Theory

**Report Long Description**

Complete 1 course.

**Comments**

Comments

**Previous Comments**  
[Approved 02/11/2015 Martin B Hensley]

**Approval**

Approved
Deny

Return to Search
Previous in List
Next in List

Group/Req/Line Edit | New Lines | Plan Extras | College

## Viewing Curriculum Updates Statistics

Navigation: [Main Menu](#) > [Curriculum Management](#) > [UA Curriculum Update](#) > [UA Curriculum Updates Stats](#)

Users can view the status of plans using various parameters on this page. You can jump immediately to a plan by using the “View” link on a plan’s line. When you leave this page, you will be asked if you want to save. Please cancel through that message.

### Curriculum Update Statistics

**Filter**

Term <input type="text" value="2154"/>	Fall 2015	Status <input type="text"/>	
Career <input type="text"/>		Date Created <input type="text"/> to <input type="text"/>	
Program <input type="text" value="USBSC"/>	College of Soc & Behav Sci	Date Submitted <input type="text"/> to <input type="text"/>	
Plan <input type="text"/>		Submitted By <input type="text"/>	
Sub-Plan <input type="text"/>			
Plan Type <input type="text"/>			<input type="button" value="Refresh"/>

**Curriculum Update Summary**

Total Plans:	515
Total Update Forms Received:	8
Plans Marked Complete:	0
Plans SA Team Notified:	0
Plans All Approved:	0
Plans All Denied:	0
Plans Returned to Requester:	0
Plans In-Progress:	8
Plans Pending Submit:	0
Plans With No Updates:	3

The above presents a summary of curriculum update forms in the system, that match the filter conditions above. Totals plans are made up of the major plans, minor plans, and sub-plans available for selection. Total received does not include unsubmitted forms. Plans completed, approved, denied and in-progress (partially approved/denied) are in various distinct states of approval. Plans returned have been submitted and are now awaiting re-submitting with adjustments. Plans where the SA Team has been notified are approved, and are now being implemented. Plans with no updates are auto-approved but will be reviewed before marking complete.

**Curriculum Update Requests**

Personalize   Find									
First 1-8 of 8 Last									
Term	Career	Program	Plan	Sub-Plan	Approval Status	Request Date	Submit Date	Submitted By	View
1 2154	UGRD	USBSC	JOURBA		In-Process	05/08/2015	05/08/2015	Martin B Hensley	<a href="#">View</a>
2 2154	UGRD	USBSC	CHSBS		In-Process	05/14/2015	05/14/2015	Martin B Hensley	<a href="#">View</a>
3 2154	UGRD	USBSC	ECONBA		In-Process	05/29/2015	05/29/2015	Martin B Hensley	<a href="#">View</a>
4 2154	UGRD	USBSC	GEOGBS	GIS	In-Process	05/14/2015	05/14/2015	Martin B Hensley	<a href="#">View</a>
5 2154	UGRD	USBSC	GWSBA		In-Process	05/13/2015	05/13/2015	Martin B Hensley	<a href="#">View</a>
6 2154	UGRD	USBSC	GWSBA	SQS	In-Process	05/13/2015	05/13/2015	Martin B Hensley	<a href="#">View</a>
7 2154	UGRD	USBSC	ANTHBS	ARS	In-Process	05/13/2015	05/13/2015	Martin B Hensley	<a href="#">View</a>
8 2154	UGRD	USBSC	POLBA	LPP	In-Process	05/08/2015	05/08/2015	Martin B Hensley	<a href="#">View</a>