For more information on using the PARC system, video tutorials are available on the Office of the Registrar site.

To edit program proposals within the PARC system…

    STEP 1: Login to the curriculum revision tool.
- Go to aces.uga.edu.
- Enter your UGA MyID and password.
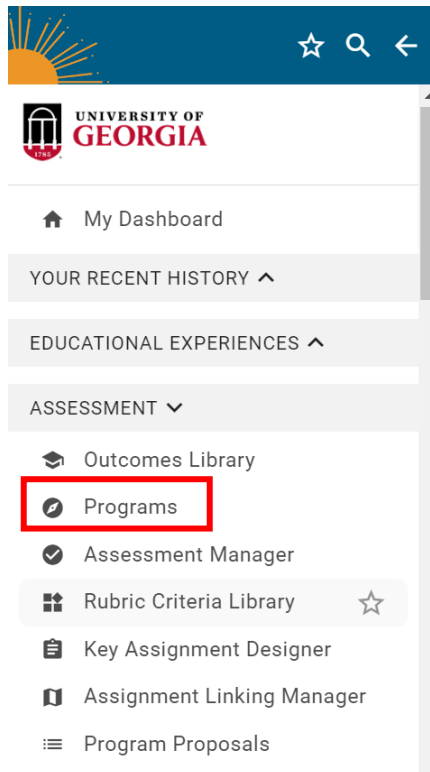
    STEP 2: Open the **Programs** page.
- Click on the arrow to close the Action Items menu.
- *NOTE: If you have already worked on a proposal and are returning to continue your work, you can click the blue pencil icon next to the program name within the Action Items Menu.*
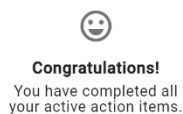
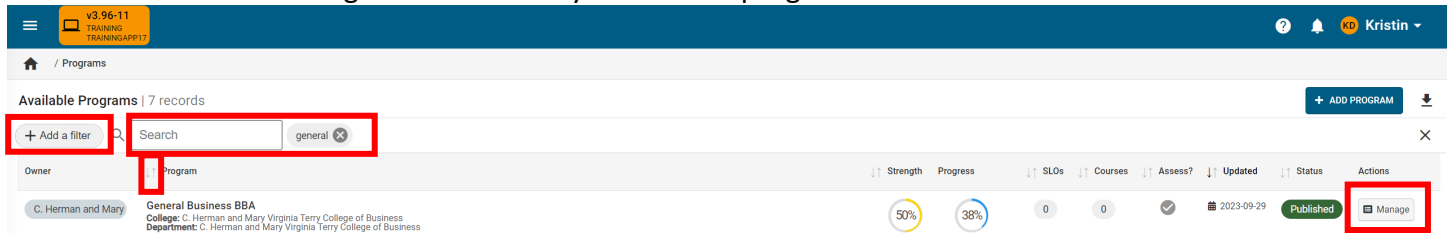- Click on the hamburger menu icon in the upper left corner to open the Main Menu.

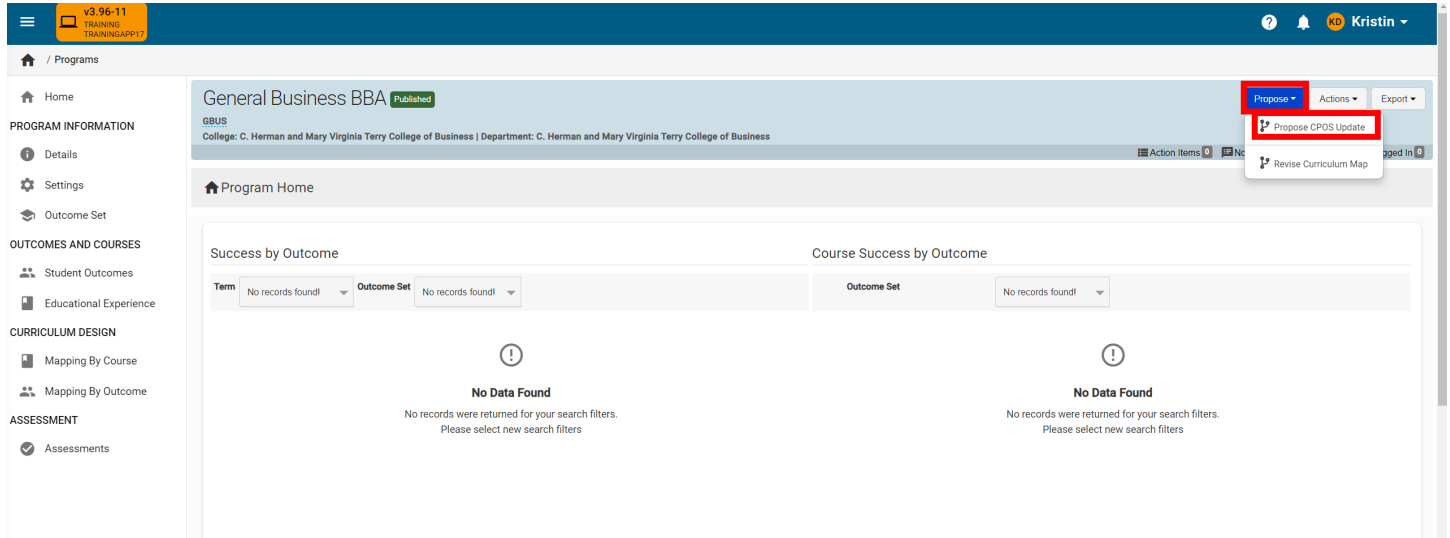- Scroll to the Assessment header and click on the **Programs** link.

STEP 3: Open the desired program.
- Narrow the available programs down by using the filter, search, and/or sort options.
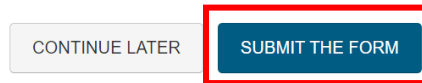- Click the Manage button beside your desired program.

- Click the **Propose** dropdown and select **Propose CPOS Update.**

STEP 4: Make any desired edits to the proposal using the instructions found in the subsequent pages below.

STEP 5: Once you have completed your review and edits, scroll to the bottom of the proposal and click "Submit the Form".

If you need to return to the proposal for edits at a later date *before* submitting the proposal, simply click "Continue Later". This will save the proposal and keep it available to you for further edits.

**NOTE: The proposal form will also autosave after each change is made.

<u>**Using the Form**</u>
- Sections with asterisks are required fields. If data is not entered in one of these required fields, an error will display upon a submission attempt.

Program Description * | Section Suffix

- The "Section Suffix" field beside each section heading should only be used for the total hours associated with that section. If the section does not have hours associated with it, this field should be left blank.

Total Program Hours * | 30 Hours   8/30

- Beneath each section that has information entered, there will be a preview of that information.
- Each section of the form is created using Groups and Rules. Groups are made up of one or more Rules.
- **Groups:**
  - Adding a new Group will insert a line break into the formatted proposal and allows for the opportunity to enter header text that will appear in bold.
    - Example of two groups, each with a header and divided by a line break:

      Survey in British Literature (3 hours)   **Group Header Text**
      Choose 1 course(s) from the following:
      ENGL 2310
      ENGL 2320
      ENGL 2350H *
      ENGL 2360H *
      *Require permission from Honors to enroll
      ──   **Line Break**
      Survey in American Literature (3 hours)
      Choose 1 course(s) from the following:
      ENGL 2330
      ENGL 2340
      ENGL 2370H *
      ENGL 2380H *
      ENGL 2390H *
      ENGL 2400
      *Require permission from Honors to enroll

- **Rules:**
  - Within each Group, each line of information will be entered as one or more smaller sections, called Rules. The form contains four types of Rules:

- **Free Text Rule**
  - The Free Text Rule enables users to enter plain text in the program proposal, such as longer form, descriptive information. This Rule should only be utilized when the information cannot be entered using the Common Text Rule (described further below).
  - The character limit for each of the Free Text fields is 1000 characters. If more space is needed, another Free Text rule must be added immediately following the previous rule.

Major Description

Students majoring in French take courses in small classes that emphasize interactive communications and a critical understanding of the culture and institutions of the Francophone world, from metropolitan France to Asia, Africa, and the Americas. In addition to studying cultures of the pre-modern and modern world, students learning French acquire analytic skills, sensitivity to the nuances of written communications and a command of logic that puts those abilities to best use. Students are encouraged to participate in study abroad, and a French-language residential community in Mary Lyndon Hall offers the opportunity to maintain accent and fluency while in Athens. With proficiency in French, graduates have a key to careers with financial, legal, journalistic, pharmaceutical, and non-governmental companies and organizations. Should they wish to further their academic study of the French-speaking world, they are well-prepared for advanced degrees.

- **Subject/Course Rule**
  - Used to enter courses/course prefixes.
  - Users can enter a full course ID or enter just the course prefix.
    - Course IDs will be hyperlinked to a course ID popup that contains all relevant information regarding the course.
    - Singular course prefixes will appear in italics.
  - The Additional Text box beside each entered course is used to add asterisks or other brief notes pertaining to the course selected. The notes may include the level at which the course should be taken, the amount of credit hours that should be taken (if the course is approved for variable credit), etc.

Major Electives

CMLT Any 2000-level
FREN 4960R 2 hours

- **Common Text Rule**
  - Commonly used text prompts pre-programmed into the system. These should be used instead of Free Text whenever possible. These Common Text prompts include:

1. AND – will be used when entering courses that must be taken together, especially if they occur within a larger list of courses.

2. Choose _____ courses/credit hours/groups from the following:

3. Choose __ to __ courses/credit hours/groups from the following:

Major Electives | Section Suffix | 1 Group(s) defined ^

1 | Group Name

Select Item
Common Text ✕ | ⌄ | Select Item
Choose ____ to ____ courses from the following: ✕ | ⌄ | Number
2 | Number
3

+ ADD RULE | + ADD GROUP | 🗑 DELETE GROUP

Major Electives

Choose 2 to 3 courses from the following:

👁

4. Choose a minimum/maximum of __ courses/credit hours/groups from the following:

Major Electives | Section Suffix | 1 Group(s) defined ^

1 | Group Name

Select Item
Common Text ✕ | ⌄ | Select Item
Choose a minimum of ____ course(s) from the following: ✕ | ⌄ | Number
3

Select Item
Common Text ✕ | ⌄ | Select Item
Choose a maximum of ____ course(s) from the following: ✕ | ⌄ | Number
3

+ ADD RULE | + ADD GROUP | 🗑 DELETE GROUP

Major Electives

Choose a minimum of 3 course(s) from the following:
Choose a maximum of 3 course(s) from the following:

👁

5. Area of Emphasis in – should be used when entering the requirements for an Area of Emphasis. You will use this Common Text to enter the Area of Emphasis name, then insert new Rules below it to enter the requirements.

- **Comment Rule**
    - ○ Available if a user would like to add an in-text note to a form that will appear through the review process but will not display in the final program requirements.

Editing the Form

Adding Information
- ### *Adding Groups*
  - o A Group must be created in a section before any information can be added.
  - o To add a Group, click the **+ Add Group** button.

  - o If desired, add text to the **Group Name** box to give the Group a heading that will appear in bold.

  - o NOTE: New Groups are separated by a line break and will appear immediately following the previous Group.

- ### *Adding Rules*
  - o A Group must be created in a section before Rules can be added.
  - o Groups will automatically populate with one blank Rule.
  - o Add a new Rule by clicking **+ Add Rule** or hover over an existing Rule and click the **+** button.

  - o NOTE: New Rules will appear immediately following the previous Rule.
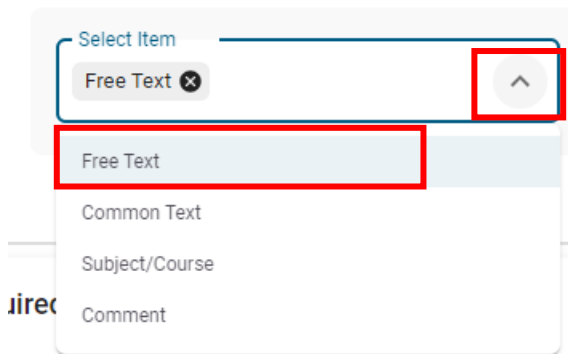 - o After adding a Rule, click the **Select Item** dropdown and choose the desired Rule type.
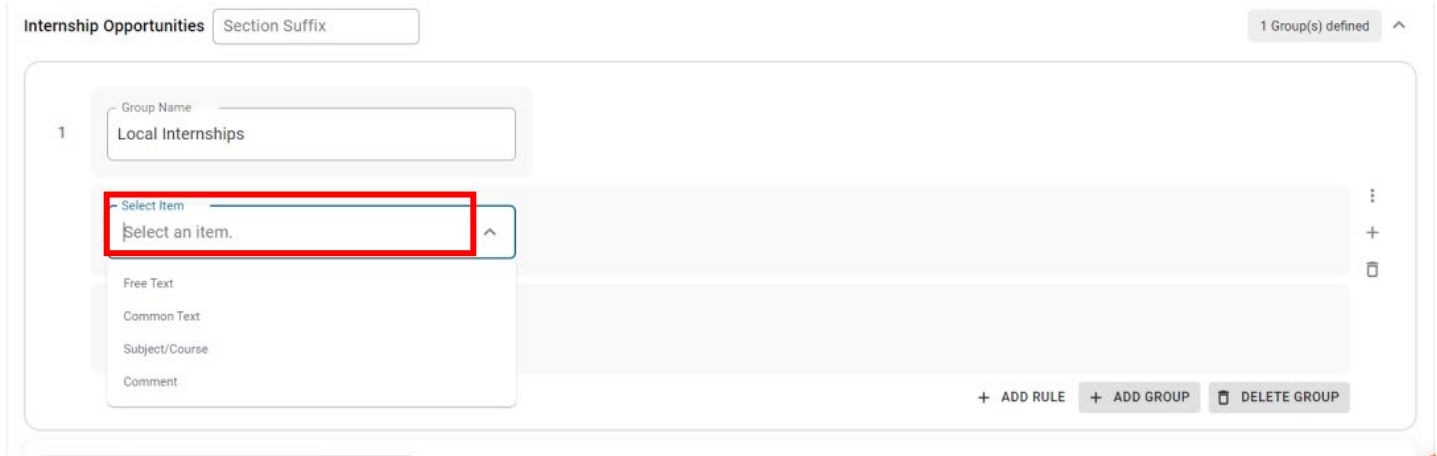
- **Adding Free Text**
  - Within a rule, click the caret next to **Select an Item** and choose **Free Text.**

  - Click into the Free Text box to enter your text.
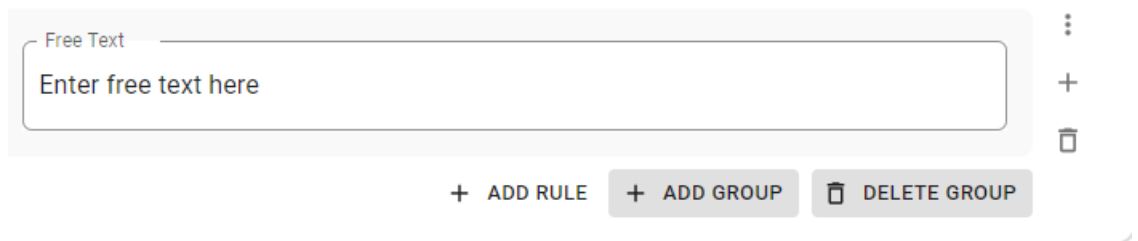
  - The character limit for a single Free Text field is 1000 characters; if more space is needed, add a new Free Text box immediately following the previous box.
  - *NOTE: Free Text should only be used when absolutely necessary; Common Text should be used whenever possible.*

- **Adding a Course (Subject/Text)**
  Entering a Full Course ID
  - Within a rule, click the caret next to **Select an Item** and choose **Subject/Course.**

o Click the caret next to **Select a Course Subject Code** and choose a prefix.

o Click the caret next to **Select a Course String** and choose a course.

o The course will appear hyperlinked within the form:

ADPR 3100E

Entering a Stand-alone Course Prefix

o Within a Rule, click the caret next to **Select an Item** and choose **Subject/Course.**

o Click the caret next to **Select a Course Subject Code** and choose a prefix.

- o Leave the Select a Course String box empty.
- o The course will appear italicized within the form:

ADPR

- **Adding Comments**
  - o Within a Rule, click the caret next to **Select an Item** and choose **Comment.**

  - o Click into the **Comment** box to enter your text.

  - o *NOTE: Comments will only appear in the proposal during the review process.*
  - o The character limit for a single Comment field is 500 characters; if more space is needed, add a new Comment box immediately following the previous box.

- **Adding Common Text - AND**
  - o AND must be used when entering courses that must be taken together, especially if they occur within a larger list of courses (e.g., lecture + lab courses, corequisites).
  - o To indicate courses that must be taken together, start by entering the first course using the steps above under **Adding a Course (Subject/Text).**
  - o Create a new Rule.
  - o Within this new Rule, click the caret next to **Select an Item** and choose **Common Text.**
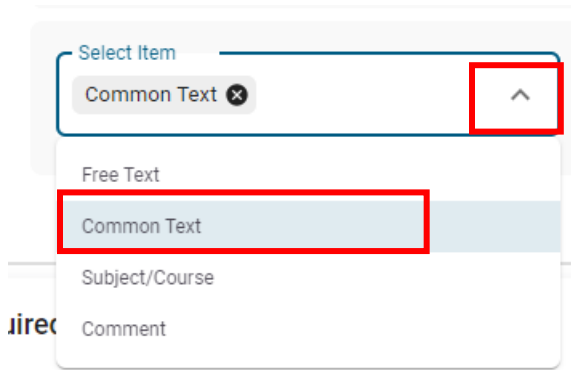
- o Click the caret next to **Select Item** and choose **AND.**
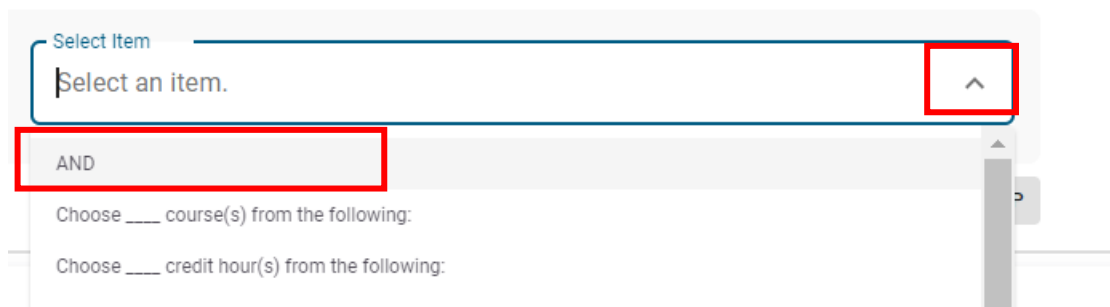
- o This "AND" will appear, along with an additional Select a Course Subject Code box; click the caret next to the box and choose a prefix.
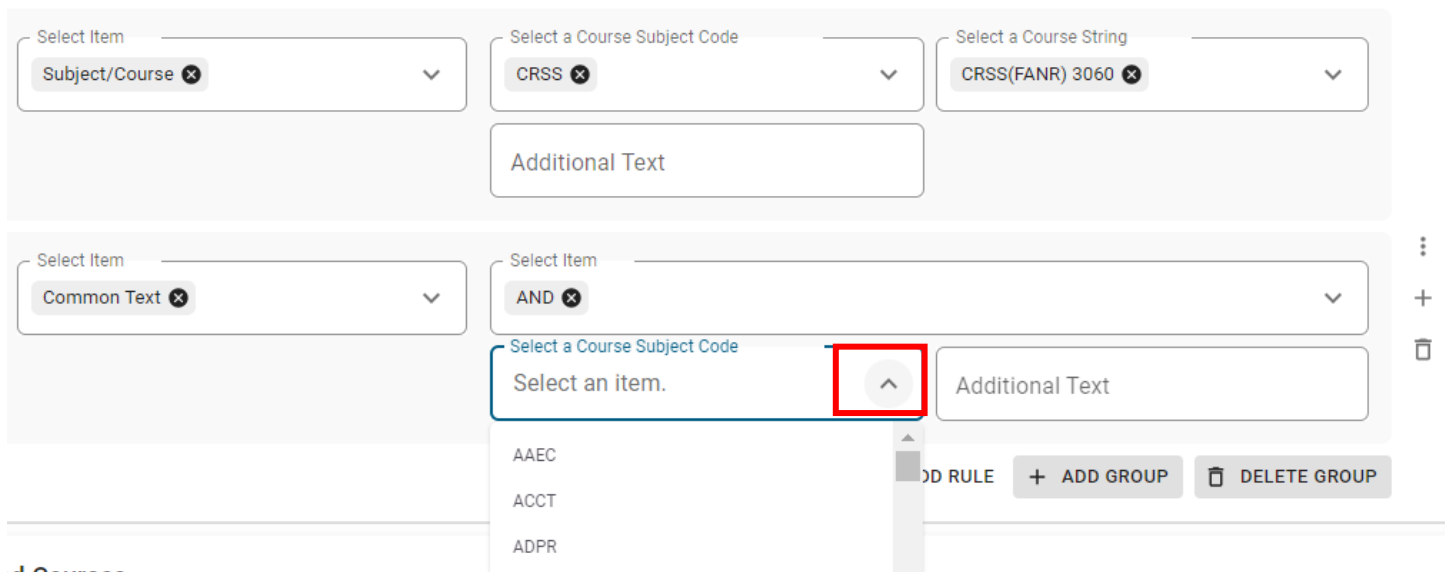
- o Click the caret next to **Select a Course String** and choose a course.

- o The second course will appear indented below the first course, along with the AND.

```
CRSS(FANR) 3060
    AND CRSS(FANR) 3060L
```

- **Adding Common Text - "Choose" prompts**
  - Within a Rule, click the caret next to **Select an Item** and choose **Common Text.**

```
Select Item
┌─────────────────────────────────────────────┐
│  Common Text ✕                          ⌃    │
└─────────────────────────────────────────────┘
     Free Text
     Common Text
     Subject/Course
ιireι Comment
```

  - Click the caret next to **Select Item** and choose one of the following twelve **"Choose"** prompts:
    - Choose ____ course(s) from the following:
    - Choose ____ credit hours(s) from the following:
    - Choose ____ group(s) from the following:
    - Choose ____ to ____ course(s) from the following:
    - Choose ____ to ____ credit hours(s) from the following:
    - Choose ____ to ____ group(s) from the following:
    - Choose a minimum of ____ course(s) from the following:
    - Choose a minimum of ____ credit hours(s) from the following:
    - Choose a minimum of ____ group(s) from the following:
    - Choose a maximum of ____ course(s) from the following:
    - Choose a maximum of ____ credit hours(s) from the following:
    - Choose a maximum of ____ group(s) from the following:

```
Select Item
┌─────────────────────────────────────────────┐
│  Select an item.                        ⌃    │
└─────────────────────────────────────────────┘
     AND                                            ⌃
     Choose ____ course(s) from the following:      ⊃
     Choose ____ credit hour(s) from the following:
     Choose ____ group(s) from the following:
     Choose ____ to ____ courses from the following:
     Choose ____ to ____ credit hours from the following:
     Choose ____ to ____ groups from the following:
     Area of Emphasis in
tuι                                                 e
     Choose a minimum of ____ course(s) from the following:
ïx   Choose a minimum of ____ credit hour(s) from the following:
     Choose a minimum of ____ group(s) from the following:
ec   Choose a maximum of ____ course(s) from the following:  ▼
```

o   Enter a number in the **Number** field(s).

- **Adding Common Text - Area of Emphasis in**
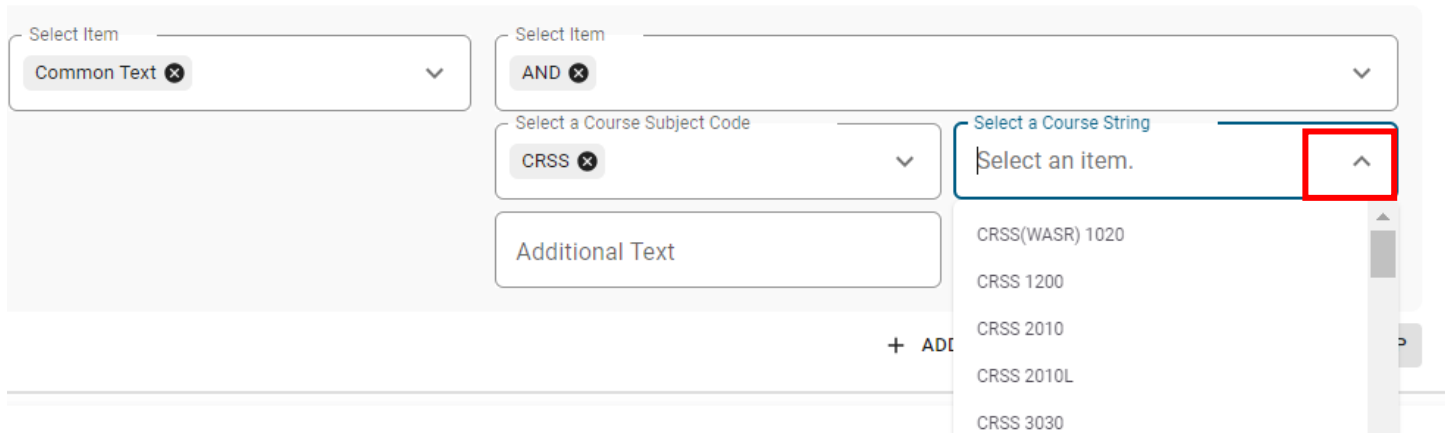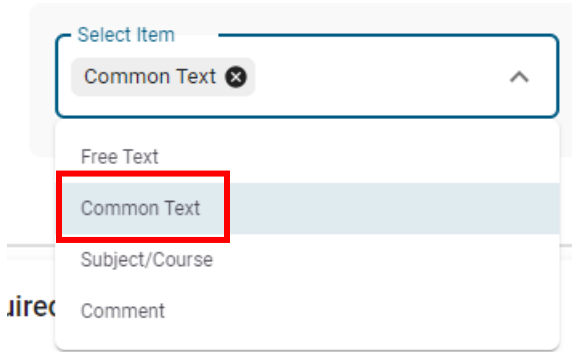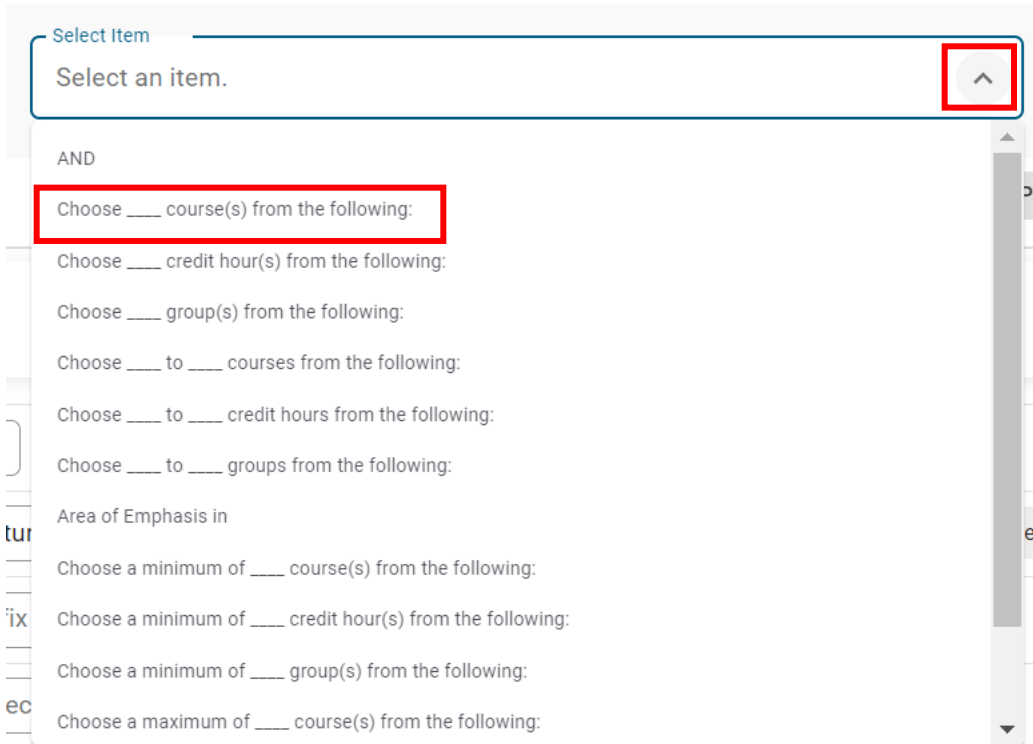 - o   Within a Rule, click the caret next to **Select an Item** and choose **Common Text.**

  - o   Click the caret next to **Select Item** and choose **Area of Emphasis in.**

  - o   Enter the Area of Emphasis title in the **Free Text** box.

Major Electives

Area of Emphasis in French Studies

<u>Removing Information</u>
- ***Removing Groups***
  - o To remove a Group, click the **Delete Group** button found at the bottom of the Group.

1
| Group Name |

| Select Item
Subject/Course ⊗ ⌄ | Select a Course Subject Code
ENGL ⊗ ⌄
Additional Text | Select a Course String
ENGL 1101 ⊗ ⌄ | ⋮
+
🗑 |

| Select Item
Subject/Course ⊗ ⌄ | Select a Course Subject Code
ENGL ⊗ ⌄
Additional Text | Select a Course String
ENGL 1102 ⊗ ⌄ |

| Select Item
Subject/Course ⊗ ⌄ | Select a Course Subject Code
MATH ⊗ ⌄
Additional Text | Select a Course String
MATH 1113 ⊗ ⌄ |

+ ADD RULE   + ADD GROUP   🗑 DELETE GROUP

  - o Confirm your decision.

Delete

You are about to delete the group. Once you delete them, they can not be recovered.

Are you sure?

CANCEL   OK, DELETE

  - o *NOTE: Deleting a Group removes all Rules within the Group and cannot be undone.*

- ***Removing Rules***
  - o To remove a Rule, hover over the Rule that needs to be deleted and click the trashcan icon.

| Select Item
Subject/Course ⊗ ⌄ | Select a Course Subject Code
CHEM ⊗ ⌄
Additional Text | Select a Course String
CHEM 1210 ⊗ ⌄ | ⋮
+
🗑 |

  - o Confirm your decision. *NOTE: Deleting a Rule cannot be undone.*

Delete

You are about to delete the group. Once you delete them, they can not be recovered.

Are you sure?

CANCEL   OK, DELETE

Moving Information
- **Moving Groups**
  - Groups can only be moved within the same area of the form.
  - Moving a Group will move all Rules within the Group.
    - Examples:
      - If the Entrance Requirements category has multiple Groups, these **can** be moved around within this category.
      - If a Group was created in Major Electives that should be in General Electives, it **cannot** be moved. A new Group must be created in General Electives.
  - To move a Group, click the caret(s) surrounding the Group number to move the Group and all of the Rules within it.

- **Moving Rules**
  - Rules can only be moved within the Group they were created in.
    - Examples:
      - If the Entrance Requirements category has multiple Rules, these **can** be moved around within this category.
      - If a Rule was created in Major Electives that should be in General Electives, it **cannot** be moved. A new Rule must be created in General Electives.
  - To move a Rule, hover over the Rule and click on the vertical ellipsis.

2

Group Name

Select Item
Subject/Course ⊗

Select a Course Subject Code
FANR ⊗

Select a Course String
ANTH(FANR) 4842/6842 ⊗

Additional Text

⋮
+
🗑

o Select the desired direction.

Select Item
Subject/Course ⊗

Select a Course Subject Code
ECHD ⊗

Select a Course String
ECHD 3130 ⊗

Additional Text

∧ Move Up
∨ Move Down

+ ADD RULE   + ADD GROUP   🗑 DELETE GROUP

View Options

- *Expanding Fields*
  - Click the downward caret next to a category containing a Group(s) defined message.

📄 UGA Curriculum Form ≡ 🖥 🕐 EXPORT ▾ EXIT FORM

General Business BBA
📄 GBUS

UGA Curriculum Form ∨

Major Description * Section Suffix   1 Group(s) defined ∨

Contact Information * Section Suffix   1 Group(s) defined

Area I Foundation Courses 9 hours   1 Group(s) defined ∨

Area II Physical Sciences - Preferred Courses 7-8 hours   ∨

View Options
- The preview form has four formatted views to choose from:

  o **Compare View:**
    - This is the default view, which displays any proposed changes to the program. Any changes will be highlighted in pink or green.
      - Dark Pink: information that has been removed from the proposal.
      - Dark Green: information that has been added to the proposal.

Example of a section in the Compare View without any proposed changes:

CURRENT   PREVIOUS (SUBMITTED)   COMPARE   👁

Area IV Humanities and the Arts - Preferred Courses 3 hours   Area IV Humanities and the Arts - Preferred Courses 3 hours

1 Choose 1 course(s) from the following: 1 Choose 1 course(s) from the following:
2 COMM 1110   2 COMM 1110
3 COMM 1500   3 COMM 1500

Example of a section in the Compare View with proposed changes:

CURRENT | PREVIOUS (SUBMITTED) | **COMPARE**

Major Description

Major Description

1 The Terry College of Business offers a Bachelor of Business Administration (BBA) degree completion program with a major in General Business at the University of Georgia's Griffin campus. This field of study provides students with general training in business administration and requires coursework in several academic areas. General Business is an appropriate major for students who wish to obtain a broad background of practical business knowledge or for students who intend to pursue an advanced degree.

1 The College of Business offers a Bachelor of Business Administration (BBA) degree completion program with a major in General Business at the University of Georgia's Griffin campus. This field of study provides students with general training in business administration and requires coursework in several academic areas. General Business is an appropriate major for students who wish to obtain a broad background of practical business knowledge or for students who intend to pursue an advanced degree. This major is only offered at the Griffin campus.

- o **Current View:**
  - ▪ A view that displays the form with all proposed changes included but not highlighted.

Example of a section in the Current View:

CURRENT | PREVIOUS (SUBMITTED) | COMPARE

Area IV Humanities and the Arts - Preferred Courses 3 hours

Choose 1 course(s) from the following:
COMM 1110
COMM 1500

- o **Previous (Submitted) View:**
  - ▪ A view that displays the form without any of the proposed changes.

Example of a section in the Previous (Submitted) View:

CURRENT | **PREVIOUS (SUBMITTED)** | COMPARE

Major Description

The Terry College of Business offers a Bachelor of Business Administration (BBA) degree completion program with a major in General Business at the University of Georgia's Griffin campus. This field of study provides students with general training in business administration and requires coursework in several academic areas. General Business is an appropriate major for students who wish to obtain a broad background of practical business knowledge or for students who intend to pursue an advanced degree.

- o **Form Preview Popup View:**
  - ▪ This view – accessed by clicking the eye icon on the right side of the page – displays a separate preview of the proposal with all proposed changes included.

Example of the Form Preview Popup View:

CURRENT | **PREVIOUS (SUBMITTED)** | COMPARE

Major Description

The Terry College of Business offers a Bachelor of Business Administration (BBA) degree completion program with a major in General Business at the University of Georgia's Griffin campus. This field of study provides students with general training in business administration and requires coursework in several academic areas. General Business is an appropriate major for students who wish to obtain a broad background of practical business knowledge or for students who intend to pursue an advanced degree.

Major Description

The College of Business offers a Bachelor of Business Administration (BBA) degree completion program with a major in General Business at the University of Georgia's Griffin campus. This field of study provides students with general training in business administration and requires coursework in several academic areas. General Business is an appropriate major for students who wish to obtain a broad background of practical business knowledge or for students who intend to pursue an advanced degree. This major is only offered at the Griffin campus.

Contact Information

Rachael S. Pierce
Griffin BBA
Academic Advisor
rallen13@uga.edu
(706) 713-2816

Area I Foundation Courses 9 hours

ENGL 1101
ENGL 1102
Choose 1 course(s) from the following:
MATH 1101
MATH 1113
MATH 2200
MATH 2250
MATH 2400
MATH 2410
STAT 2000

Area III Quantitative Reasoning - Preferred Courses 3-4 hours

MATH 1113
MATH 2110

- In this view, courses included in the program are hyperlinked to their course details as approved in CAPA and found in the Bulletin.

English Composition I
ENGL 1101 (3 Credits)

Expository themes on both general and literary topics developed by basic rhetorical methods.

🏛 Franklin College of Arts and Sciences   🏛 English

Equivalent Courses

📕 ENGL 1101E   📕 ENGL 1101S

Prerequisites
No data provided for this field

Topical Outlines
ENGL 1101 is centered around expository writing and argumentation. The choice and
sequence of topics will vary from instructor to instructor and semester to semester.
Course requirements
policies that apply to all sections of this course will be determined by
the current Freshman English Handbook. A possible series of topics
might look something like this:

A. Topics for Reading
1. Reading and Thinking Critically
2 Learning to Read and Evaluate Arguments
3. Ethos, Pathos, and Logos
4. Other Methods for Analyzing Argument
5. Visual Arguments

B. Topics for Writing
6. Learning to write Critically
7. Content: Thesis, Logic, and Support
8. Organization and Development