Helpful tips and guidelines for using the PARC system:

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

- The sections in the PARC form should be used for the overarching requirements for the program that apply to ALL students. The more specified requirements that are student-specific should not be included here.

- All courses that are available and included in PARC are current, approved, and active courses. Course information can be verified in CAPA at capa.uga.edu.

- When editing within the proposal form, the form will also autosave after each change is made.

- For Undergraduate programs, no changes should be made to Area I, Foundation Courses. If there are no preferred courses in Areas II-V, leave the section(s) blank.

- Courses should be listed in both alphabetical and numerical order.
  - e. g., ACCT 1001, ACCT 1002, COMM 1150

- Do not enter base equivalents, such as E-, H-, and S-suffix versions. Entered courses are hyperlinked, and students can view the relevant equivalent courses by simply clicking on the applicable course.
  - e.g., instead of entering "ENGL 3836 or ENGL 3836E or ENGL 3836H", you would simply enter "ENGL 3836"

- Corequisites and required labs should be entered using the Common Text "AND" function. This will link the courses together in a manner that is visually helpful and clear to students.

- If a Graduate program has both a Thesis and Non-Thesis version, both sets of requirements will be included in a combined program proposal and separated into different Groups to identify and distinguish between the versions. For example:

    Thesis Track

    Choose 4 course(s) from the following:

    STAT electives

    Non-Thesis Track

    Choose 6 course(s) from the following:

    STAT electives

- Do not enter information in the "Section Suffix" boxes, except for Total Program Hours, Required Courses hours, Major Electives hours, and General Electives hours. These should be entered as follows: *"[X] hours".*

- Free Text has a 1,000-character limit per Rule, so large blocks of text should be broken into separate Rules.

- Prefixes without course numbers should still be entered through the "Common Text – Subject/Course" function; simply select the prefix and leave the course number field blank. This method will ensure that the prefix is hyperlinked for additional information in the final Bulletin.

- The "Group Name" field can be used to give the section a heading. Any text entered into this field will appear in bold above the rest of the information in the relevant Group.

- Do not use the "Group Name" field for Area of Emphases titles. Instead, use the "Common Text" option "Area of Emphasis in".
  - NOTE: Approved Areas of Emphases for Graduate Programs have been broken out into separate program proposals.

- If a Group or Rule is deleted, it cannot be recovered, so use the Delete function with discretion.

- When attempting to enter course "or" options (e.g., "ENGL 3020 or ENGL 3030 or ENGL 3040"), the preferred method should be to group these under the Common Text "Choose __ courses..." groupings. However, asterisks and footnotes can also be employed on a case-by-case basis (e.g., a long list of single course options with one or two "or" statements included).

  For example, the following from the pre-existing Bulletin...

  Required Courses (28-30 hours)
  BCMB 3100
  POUL 1075
  POUL 3000-3000L
  POUL 3050
  POUL 3123
  POUL 3750 or ADSC 3300
  POUL(BIOL) 4060/6060
  POUL 4200/6200-4200L/6200L

  ...should now be entered as follows:

  Required Courses 28-30 Hours

    ADSC 3300 *
    BCMB 3100
    POUL 3000-3000L
    POUL 3050
    POUL 3123
    POUL 3750 *
    POUL(BIOL) 4060/6060
    POUL 4200/6200-4200L/6200L
  *Only one of these courses can be used to fulfill this requirement.

- For linked words or phrases to outside websites, use an asterisk and footnote to provide the link.

    For example, the following from the pre-existing Bulletin...

    Choose eleven hours from the following:
    Two courses in a Foreign Language (through third semester)
    AFAM(HIST) 2000
    AFST(ANTH)(CMLT)(GEOG)(SOCI)(RELI) 2100
    ANTH 1102
    CSCI 1100-1100L

    ...should now be entered as follows:

    Choose 11 credit hour(s) from the following:
    Two courses in a Foreign Language* (through third semester)
    AFAM(HIST) 2000
    AFST(ANTH)(CMLT)(GEOG)(SOCI)(RELI) 2100
    ANTH 1102
    CSCI 1100-1100L
    *For a list of applicable foreign language courses, please visit: https://linguistics.uga.edu/language-courses-uga

- If you have any questions regarding an entry or how to enter/edit information, please reach out to us at bulletin@uga.edu.