INSTRUCTIONS FOR SUBMITTING A CURRICULUM CHANGE

INSTRUCTIONS FOR SUBMITTING A CURRICULUM CHANGE

TABLE OF CONTENTS

KNOWN ISSUES LOG

Cannot go back and review submission without clearing cache and reopening browser. May or may not work.

Non-degree seeking and 2+2 (lockstep) undergraduate students should be excluded from being allowed to change. They are currently available. DO NOT CHANGE through this process. Examples: 1POST BACC, 1TRANS-US, SEEP, BSN_NURS, BSRPT_RESP, BSCLS_CLS, BSRS_NUMT, BSRS_RADT, BSHIA_HINA.

Department and college information may be incorrect since it is based on the catalog term selected. This will be manually updated during the audit process.

Attributes must be manually updated based on the selection.

Advisor assignments may be delayed immediately after major updates since the assignment process is manual.

CURRICULUM GUIDELINES

This process is currently only for degree-seeking undergraduate students whose major needs to be changed for an upcoming term.

Students can have up to 4 curriculum records.

All changes require you to select the student's full curriculum. For example, you only need to add a History minor to a student with an Accounting major. You will need to click "Change Curriculum" for that record and re-enter the student's Accounting curriculum information. Then, click "Add Minor".

Minors cannot be added to the same degree. For example, a student may not have a Computer Science major and a Computer Science minor. It must be outside of their current major field.

Concentrations should be added on the correct major.

Attributes are available only for those majors they may be added to. Attributes cannot be removed through this process. They will need to be removed manually.

A catalog term should be within the catalog year the student is completing requirements for. For example, a student may have started in Fall 2021, but their desired program didn't start until Fall 2022, you must use 202208 as the catalog term to ensure the student's requirements are correctly reflected in JagTrax. If a student's desired program begins at the same time or prior to their admit term, you may use any catalog term since their admit term forward. Only active programs for the selected catalog term will appear.

Double majors are students completing 2 majors within the same degree. For example, Criminal Justice and Sociology. They are both Bachelor of Art degrees. Therefore, to change a student to a double major, you would add a record for the Criminal Justice major and add a 2nd major of Sociology. The best practice is to add them alphabetically by major description. For instance, if Criminal Justice

had a major code of CRJU and Sociology had a major code of BASO (only an example – this is not the code for Sociology), you would still add CRJU first since the major description of "Criminal Justice" is before "Sociology" alphabetically.

Dual degrees are students completing 2 different degrees such as Bachelor of Art and Bachelor of Science. These would need to be added as 2 separate curriculum records. Meaning you would "Add Curriculum" each time. The order does not matter in this case.

Certificates are always separate. For example, if a student is completing a Leadership and Film Making certificate, they would be added 2 times even though both are "less than one year" certificates. The order does not matter in this case.

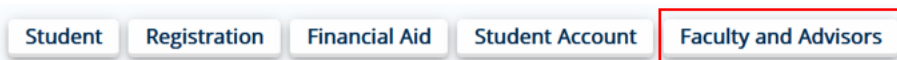# INSTRUCTIONS FOR SUBMITTING A CURRICULUM CHANGE

PROCESS

These instructions will help you change an undergraduate student's curriculum record or add an additional degree or certificate.
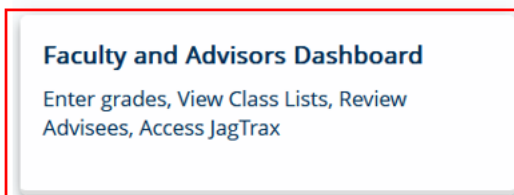
INSTRUCTIONS

Important Notes:
- Must be used in Firefox.
- Do not select your browser's back button to go back. It will kick you out.
- If you are trying to make the request for the current term, you must submit a paper/electronic "Student Records Update" form.

1. Log in to POUNCE.
2. Select "Faculty and Advisors" from the top of the page.

Student	Registration	Financial Aid	Student Account	Faculty and Advisors

3. Select "Faculty and Advisors Dashboard".

Faculty and Advisors

Faculty and Advisors Dashboard
Enter grades, View Class Lists, Review Advisees, Access JagTrax

4. Select "Advisor".

Faculty	Advisor	Student Records

5. Select "Curriculum Change Request".

Advisor

Advising Student Profile	Curriculum Change Request	JagTrax for Faculty/Advisors
View the student profile for one of your advisees.	Request update to a student's curriculum.	Track your degree progress. Notice: You will be prompted to log into JagTrax with your NetID and Password upon clicking this link.

Registration Hours Override	View Student Registration History	View Student Week at a Glance
Advisors access to the Maximum Registration Hours Override workflow.	View an advisee's registration history.	View an advisee's classes for the selected week.

The curriculum change page will open in a new window.

6. Enter Student ID. If you entered the wrong ID, re-enter the ID or Last Name to Start Over.
7. Select student from drop down.

AUGUSTA UNIVERSITY

Step 1: Lookup Student by Last Name or Banner ID

Enter ID/Last Name: [_____] - Select Student - ▾

8. Student's curricula records will populate.
9. Select to "Change Curriculum" or "Add Curriculum".
   NOTE: Students are allowed up to 4 records. Only add a record if the student is pursuing another undergraduate degree or post-baccalaureate certificate. If the student already has a curriculum record with the degree (not certificate) you are adding, select "Change Curriculum #" to add a second major. The major will not necessarily be associated with the program, but students can only receive one of the same degree.

Step 2: Choose Curriculum Action for

Curriculum 1

Curriculum Item	Curriculum Value	Description	Curriculum #	Field of Study #
Program	1BSIT-IT	BS Information Technology	1	
Catalog Term	201808	Fall 2018	1	
Level	US	Undergraduate Semester	1	
Campus	M	Main Campus	1	
College	17	School of Comp & Cyber Science	1	
Degree	BSIT	BS Information Technology	1	
Major	IT	Information Technology	1	1
Department	5050	School of Comp & Cyber Science	1	1
Concentration	CBSC	Cybersecurity	1	1

Change Curriculum 1

Add a Curriculum

CHANGE CURRICULUM

1. Click "Change Curriculum #" after the record you wish to change.

2. Select a catalog term.

   NOTE: Catalog term should be a term within the academic year of the catalog requirements the student is being advised by. Only catalog terms available to the student will appear. Do not select a future term unless 1. It is within the same academic year or 2. The student wishes to take to the new catalog requirements.

   Step 3: Select Details for Curriculum 1 Change Request

   Select a Catalog Term

- Select Term - ⌄

3. Select a program.

   Step 3: Select Details for Curriculum 1 Change Request

   Select a Catalog Term

201808 - Fall 2018 ⌄

   Select a Program

- Select Program - ⌄

4. Select a major.

   Step 3: Select Details for Curriculum 1 Change Request

   Select a Catalog Term

201808 - Fall 2018 ⌄

   Select a Program

BA-Communications (1BA-COMMUNIC) ⌄

   Select Major for BA-Communications (1BA-COMMUNIC)

- Select Major - ⌄

5. You can do several things next.
   a. If you have finished making your changes, click "Review and Submit Change".

b. If you need to add a concentration, click "Add Concentration".

c. If you need to add a second major, click "Add 2nd Major".

d. If you need to add a minor, click "Add a Minor".

e. If you have made a mistake, click "Start Over".

REVIEW AND SUBMIT CHANGE

1. Clicking "Review and Submit Change" provides you with a summary of the information. If the information is correct, click "Continue". If it is incorrect, click "Start Over".

Step 4: Review Summary of Requested Change

Old/Previous Curriculum Details:

Curriculum Item	Curriculum Value	Description	Curriculum #	Field of Study #
Program	1BSIT-IT	BS Information Technology	1	
Catalog Term	201808	Fall 2018	1	
Level	US	Undergraduate Semester	1	
Campus	M	Main Campus	1	
College	17	School of Comp & Cyber Science	1	
Degree	BSIT	BS Information Technology	1	
Major	IT	Information Technology	1	1
Department	5050	School of Comp & Cyber Science	1	1
Concentration	CBSC	Cybersecurity	1	1

New Curriculum Details:

Catalog Term: 201808 - Fall 2018

Level: US - Undergraduate Semester

Campus: M - Main Campus

College: 16 - College of Arts, Hum, Soc Sci

Department: 0068 - CAHSS Communication

Degree: BA - Bachelor of Arts

Program: BA-Communications (1BA-COMMUNIC)

Major: COMM - Communication

[Continue...]   [Start Over]

2. Clicking "Continue" takes you to the next window where you will need to enter comments and select the effective term.

3. The comments should be kept to a minimum but address how the request was made (per student request via email/phone/etc on mm/dd/yyyy).

4. The effective term should always be the next available term, not the current term.

:: **AUGUSTA** UNIVERSITY

Curriculum Change Request

Final Step: Choose an Effective Term for Curriculum Change for _____ :

Please include in the comment field if the student has an attribute for a pre-major that needs to be continued, deleted or revised.

Comments: * [   ]

Effective Term: * [▼]

[Cancel and Start Over]

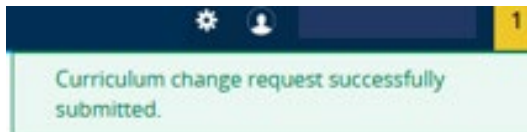5. Click "Save and Submit Curriculum Change".

Final Step: Choose an Effective Term for Curriculum Change:

Effective Term: * 202305 - Summer 2023 ⌄

Save and Submit Curriculum Change

Cancel and Start Over

1. A message will pop up in green on the top right of your window indicating the submission was successful.

   Curriculum change request successfully submitted.

6. An email should be sent to you and the student upon submission. The student's record will be updated in Banner and POUNCE automatically.

ADD CONCENTRATION

1. Upon Clicking, "Add Concentration"

Step 3: Select Details for Curriculum 1 Change Request

Selected Base Curriculum Information:

BSK-Kinesiology (1BSK-KINES)

Level:	US - Undergraduate Semester
Campus:	M - Main Campus
College:	13 - College of Education
Degree:	BSK - Bachelor of Science in Kines
Department:	0110 - COE Kinesiology
Major:	KINE - Kinesiology

[Add Concentration] [Add a Minor] [Start Over]

[Review and Submit Change]

2. Select concentration and click "Review and Submit Change". Check catalog term if concentration is not listed. The concentration must have been listed in the catalog for the academic year selected.

Step 3: Select Details for Curriculum 1 Change Request

Selected Base Curriculum Information:

BSK-Kinesiology (1BSK-KINES)

Level:	US - Undergraduate Semester
Campus:	M - Main Campus
College:	13 - College of Education
Degree:	BSK - Bachelor of Science in Kines
Department:	0110 - COE Kinesiology
Major:	KINE - Kinesiology
Select Concentration:	- No Concentration -

[Add a Minor] [Start Over]

[Review and Submit Change]

3. Click "Continue".

Step 4: Review Summary of Requested Change

Old/Previous Curriculum Details:

Curriculum Item	Curriculum Value	Description	Curriculum #	Field of Study #
Program	1BS-BIOLOGY	BS-Biology	1	
Catalog Term	202008	Fall 2020	1	
Level	US	Undergraduate Semester	1	
Campus	M	Main Campus	1	
College	15	College of Science/Mathematics	1	
Degree	BS	Bachelor of Science	1	
Major	BIOL	Biology	1	1
Department	0020	CSM Biological Sciences	1	1

New Curriculum Details:

Catalog Term: 202008 - Fall 2020

Level: US - Undergraduate Semester

Campus: M - Main Campus

College: 13 - College of Education

Department: 0110 - COE Kinesiology

Degree: BSK - Bachelor of Science in Kines

Program: BSK-Kinesiology (1BSK-KINES)

Major: KINE - Kinesiology

Concentration: EXER - Kinesiology-Exercise/Sport Sci

2nd Major Program:

2nd Major:

2nd Major Concentration:

[Continue...]   [Start Over]

4. Clicking "Continue" takes you to the next window where you will need to enter comments and select the effective term.
5. The comments should be kept to a minimum but address how the request was made (per student request via email/phone/etc on mm/dd/yyyy).
6. The effective term should always be the next available term, not the current term.

AUGUSTA UNIVERSITY

Curriculum Change Request

Final Step: Choose an Effective Term for Curriculum Change for ▮▮▮▮▮▮▮ :

Please include in the comment field if the student has an attribute for a pre-major that needs to be continued, deleted or revised.

Comments: *

Effective Term: *

[Cancel and Start Over]

7. Click "Save and Submit Curriculum Change".

Final Step: Choose an Effective Term for Curriculum Change:

Effective Term: * `202305 - Summer 2023`

Save and Submit Curriculum Change

Cancel and Start Over

8. A message will pop up in green on the top right of your window indicating the submission was successful.

9. An email should be sent to you and the student upon submission. The student's record will be updated in Banner and POUNCE automatically.

ADD 2ND MAJOR

1. Upon Clicking, "Add 2nd Major" Select the program. Only programs in the same degree will populate. If you need to add a major with a different degree, start over and select "Add Curriculum".

2. Select the second major and click "Review and Submit Change".

Step 4: Review Summary of Requested Change

Old/Previous Curriculum Details:

Curriculum Item	Curriculum Value	Description	Curriculum #	Field of Study #
Program	1BS-CHEM	BS-Chemistry	1	
Catalog Term	202108	Fall 2021	1	
Level	US	Undergraduate Semester	1	
Campus	M	Main Campus	1	
College	15	College of Science/Mathematics	1	
Degree	BS	Bachelor of Science	1	
Major	CHEM	Chemistry (BS)	1	1
Department	0101	CSM Chemistry and Physics	1	1
Concentration	NUCR	Nuclear Science	1	1

New Curriculum Details:

Catalog Term: 202108 - Fall 2021

Level: US - Undergraduate Semester

Campus: M - Main Campus

College: 15 - College of Science/Mathematics

Department: 0101 - CSM Chemistry and Physics

Degree: BS - Bachelor of Science

Program: BS-Chemistry (1BS-CHEM)

Major: CHEM - Chemistry (BS)

2nd Major Program: BS-Biology (1BS-BIOLOGY)

2nd Major:

2nd Major Concentration:

[Continue...]   [Start Over]

3. Click "Continue".

Final Step: Choose an Effective Term for Curriculum Change:

Effective Term: * [⌄]

[Cancel and Start Over]

4. Clicking "Continue" takes you to the next window where you will need to enter comments and select the effective term.
5. The comments should be kept to a minimum but address how the request was made (per student request via email/phone/etc on mm/dd/yyyy).
6. The effective term should always be the next available term, not the current term.

7. Click "Save and Submit Curriculum Change".

8. A message will pop up in green on the top right of your window indicating the submission was successful.

Curriculum change request successfully submitted. Confirmation Emails Generated

9. An email should be sent to you and the student upon submission. The student's record will be updated in Banner and POUNCE automatically.

ADD A MINOR

1. Upon clicking "Add a Minor", you will select the second minor from the drop down.

2. Click "Review and Submit Change". You can also click "Add a 2nd Minor" prior to clicking "Review and Submit Change" if the student wishes to have 2 minors. Minors may not be within the same subject area.

3. Click "Continue".

Step 4: Review Summary of Requested Change

Old/Previous Curriculum Details:

Curriculum Item	Curriculum Value	Description	Curriculum #	Field of Study #
Program	1BS-CHEM	BS-Chemistry	1	
Catalog Term	202108	Fall 2021	1	
Level	US	Undergraduate Semester	1	
Campus	M	Main Campus	1	
College	15	College of Science/Mathematics	1	
Degree	BS	Bachelor of Science	1	
Major	CHEM	Chemistry (BS)	1	1
Department	0101	CSM Chemistry and Physics	1	1
Concentration	FORS	Forensic Science	1	1

New Curriculum Details:

Catalog Term: 202108 - Fall 2021

Level: US - Undergraduate Semester

Campus: M - Main Campus

College: 15 - College of Science/Mathematics

Department: 0101 - CSM Chemistry and Physics

Degree: BS - Bachelor of Science

Program: BS-Chemistry (1BS-CHEM)

Major: CHEM - Chemistry (BS)

Minor: BUSA - Business Administration

[Continue...]   [Start Over]

4. Clicking "Continue" takes you to the next window where you will need to enter comments and select the effective term.
5. The comments should be kept to a minimum but address how the request was made (per student request via email/phone/etc on mm/dd/yyyy).
6. The effective term should always be the next available term, not the current term.

AUGUSTA UNIVERSITY

Curriculum Change Request

Final Step: Choose an Effective Term for Curriculum Change for _____ :

Please include in the comment field if the student has an attribute for a pre-major that needs to be continued, deleted or revised.

Comments: * [   ]

Effective Term: * [▾]

[Cancel and Start Over]

10.   Click "Save and Submit Curriculum Change".

Final Step: Choose an Effective Term for Curriculum Change:

Effective Term: * 202305 - Summer 2023 ⌄

Save and Submit Curriculum Change

Cancel and Start Over

11. A message will pop up in green on the top right of your window indicating the submission was successful.

⚙ ⓘ   1

Curriculum change request successfully submitted.

12. An email should be sent to you and the student upon submission. The student's record will be updated in Banner and POUNCE automatically.

ADD CURRICULUM

1. Upon clicking "Add a Curriculum", you will need to select a catalog term.

   NOTE: Catalog term should be a term within the academic year of the catalog requirements the student is being advised by. Only catalog terms available to the student will appear. Do not select a future term unless 1. It is within the same academic year or 2. The student wishes to take to the new catalog requirements.

   Step 3: Select Details for Add Curriculum Request

   Select a Catalog Term

   - Select Term -

2. Select the new program.

   Step 3: Select Details for Add Curriculum Request

   Select a Catalog Term

   202008 - Fall 2020

   Select a Program

   - Select Program -

3. Select the new major.

   Step 3: Select Details for Add Curriculum Request

   Select a Catalog Term

   202008 - Fall 2020

   Select a Program

   BA-Chemistry (1BA-CHBA)

   Select Major for BA-Chemistry (1BA-CHBA)

   - Select Major -

4. Review Summary.

Step 3: Select Details for Add Curriculum Request

Selected Base Curriculum Information:

BA-Chemistry (1BA-CHBA)

Level:	US - Undergraduate Semester
Campus:	M - Main Campus
College:	15 - College of Science/Mathematics
Degree:	BA - Bachelor of Arts
Department:	0101 - CSM Chemistry and Physics
Major:	CHBA - Chemistry (BA)

Add 2nd Major   Add a Minor   Start Over

Review and Submit Change

5. If the summary is correct, click "Review and Submit Change".

Step 3: Select Details for Add Curriculum Request

Selected Base Curriculum Information:

BA-Chemistry (1BA-CHBA)

Level:	US - Undergraduate Semester
Campus:	M - Main Campus
College:	15 - College of Science/Mathematics
Degree:	BA - Bachelor of Arts
Department:	0101 - CSM Chemistry and Physics
Major:	CHBA - Chemistry (BA)

Add 2nd Major   Add a Minor   Start Over

Review and Submit Change

6. Click "Continue".

Step 4: Review Summary of Requested Change

New Curriculum Details:

Catalog Term:	202008 - Fall 2020
Level:	US - Undergraduate Semester
Campus:	M - Main Campus
College:	15 - College of Science/Mathematics
Department:	0101 - CSM Chemistry and Physics
Degree:	BA - Bachelor of Arts
Program:	BA-Chemistry (1BA-CHBA)
Major:	CHBA - Chemistry (BA)

Continue...   Start Over

7. Clicking "Continue" takes you to the next window where you will need to enter comments and select the effective term.
8. The comments should be kept to a minimum but address how the request was made (per student request via email/phone/etc on mm/dd/yyyy).
9. The effective term should always be the next available term, not the current term.

AUGUSTA UNIVERSITY

Curriculum Change Request

Final Step: Choose an Effective Term for Curriculum Change for _____ **:**

Please include in the comment field if the student has an attribute for a pre-major that needs to be continued, deleted or revised.

Comments: *

Effective Term: *

Cancel and Start Over

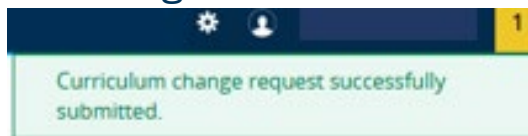10.   Click "Save and Submit Curriculum Change".

Final Step: Choose an Effective Term for Curriculum Change:

Effective Term: * 202305 - Summer 2023 ▾

Save and Submit Curriculum Change

Cancel and Start Over

11. A message will pop up in green on the top right of your window indicating the submission was successful.

Curriculum change request successfully submitted.

12. An email should be sent to you and the student upon submission. The student's record will be updated in Banner and POUNCE automatically.

ADD ATTRIBUTE

For those majors with an attached attribute, you may add the attribute when changing or adding a curriculum record. Currently, only BS_HLTS Bachelor of Science with a Major in Health Services has this option. The attribute will be automatically added but the old one (if any) must be manually removed to completed the update. Once you have added the major, "Select Major Attribute" will appear. Select the correct option from the drop down.

New Base Curriculum Information:

BS-Health Services (BS_HLTS)

Level:	US - Undergraduate Semester
Campus:	M - Main Campus
College:	01 - College of Allied Health Sci
Degree:	BS - Bachelor of Science
Department:	0725 - CAHS Allied Health Professions
Major:	HLTS - Health Services
Select Major Attribute:	- Select Major Attribute -

Drop down options:
- - Select Major Attribute -
- NUCL - Pre Nuclear Med Tech
- PDHG - Pre Dental Hygiene
- PCLI - Pre Clinical Lab Science
- PHIA - Pre Health Info Admin
- PRAD - Pre Radiation Therapy
- PRES - Pre Respiratory Therapy

Add 2nd ... nor

Review and Sub...

CONTACT

If you have any additional questions, please contact our office at registrar@augusta.edu.