Course sequencing/graduation plans

Use current catalog to review your students' graduation plans ("course sequencing" tab) for your program for the next academic year.

2-year rotation

Odd Year (Changes due Dec. 20): Business, Liberal Arts, Nursing and Health Sciences, and School of Arts, Media, & Communication
Even Year: Education & Human Development, Engineering & Computer Science, and Science

- If no changes are needed, no further action is required for the catalog. Please make sure to fill out the spreadsheet to confirm that no changes were needed.
- If changes are needed, they will need to be entered into CourseLeaf Program Management https://catalog-next.tamucc.edu/programadmin/. Please make sure to fill out the spreadsheet to confirm that you made changes for your program. If you need access to CourseLeaf or any help, please email Jenny Vela at jenny.vela@tamucc.edu.

In the program management webpage, you can either scroll down to search for your program or use the search bar. When using the search bar remember to include an asterisk (*) before and after the name. For example: *English* or *art*. That will bring up every program that has English or art in the name.

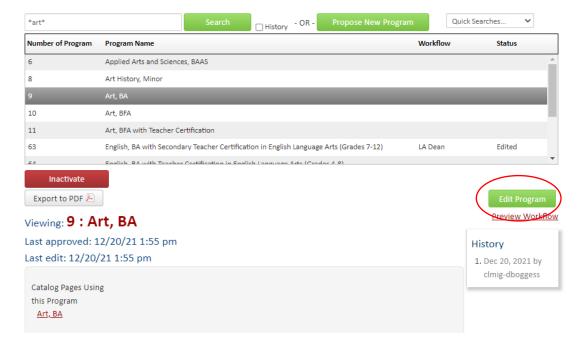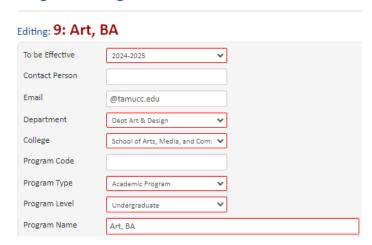Once you have found the program that need changes click on that program and then click on the Edit Program button

 .

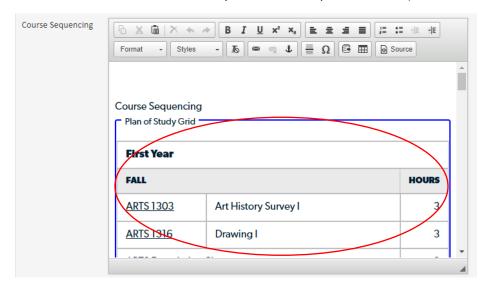Make sure to answer every question that has a red box around it. Those are required.

Program Management

Editing: **9: Art, BA**

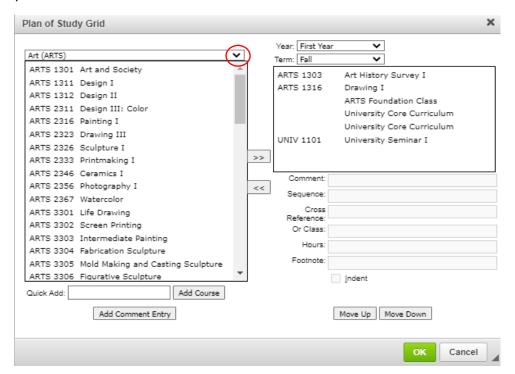|	
To be Effective	2024-2025
Contact Person	
Email	@tamucc.edu
Department	Dept Art & Design
College	School of Arts, Media, and Comr
Program Code	
Program Type	Academic Program
Program Level	Undergraduate
Program Name	Art, BA

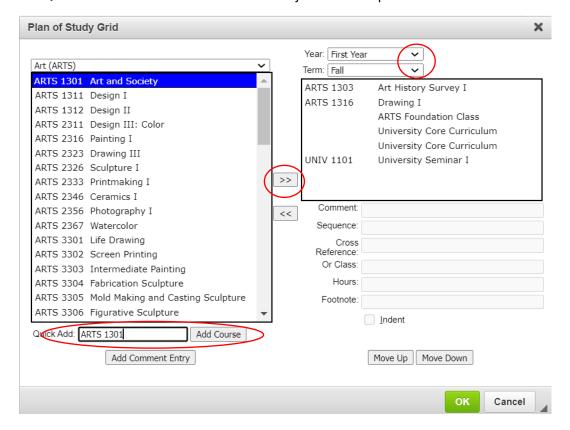Scroll down until you reach the Course Sequencing section.

Double click inside the Plan of Study Grid table to open the table. (You can click anywhere inside the table)

The following table will appear, the left side will show you the subjects and the courses for each subject. Just click on the drop-down arrow and select your subject. The right side will you show you the course sequencing information for each year and term.
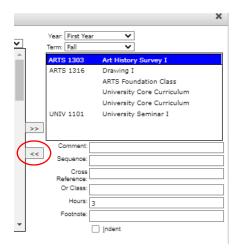

Select the year and term from the drop-down that needs to be updated. If a course needs to be added, select the course from the left side of the table and click on the double arrows going to the right [>>]. You can also add a course using the Quick Add feature. Make sure that the subject is in all caps and then click on Add Course.

To remove a course from the right side, click on the course and click on the double arrows going to the left .

Please remember, if you have any courses that are required make sure that those courses are listed in the graduation plans.

If you need to add a new course that is not in the system, a text to show a core curriculum course, elective description, or a certain section click on the Add Comment Entry button. Enter the comment that you need and click OK. If you are adding a new course that is not in the system please use the following format when adding the course to the list: prefix number::Title of new course (ex: **ENGL 13XX::Title**) and click OK. That will help with aligning it with the other courses on the list. Please make sure that the number (13XX) and title that you entered match the new course that you entered in the Course Inventory Management. Any comment that you add make sure to add the hours in the Hours box because it will be blank.

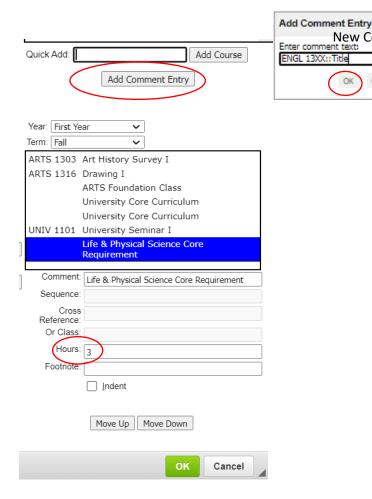**Note:** When adding or updating the university core curriculum, please try to be as specific as you can and use specific core courses or the different component areas instead of University Core Curriculum or Core Class. Like: ARTS 1301 or Creative Arts Core Requirement, BIOL 1406 or Life & Physical Science Core Requirement, ENGL 2316 or Language, Philosophy & Culture Core Requirement, and so on.

Please see the following program examples: Accounting, BBA and Psychology, BA.

SPRING	Accounting, BBA	
COMM 1311	Foundation of Communication	3
HIST 1302	U.S. History Since 1865	3
ECON 2302	Microeconomics Principles	3
Language, Philosophy & Culture Core Requirement		3
MATH 1324	Mathematics for Business and Social Sciences	3
UNIV 1102	University Seminar II	1
	Hours	**16**

Second Year

FALL		
ACCT 2301	Financial Accounting	3
Business Elective		3
Component Area Option Core Requirement		3
MATH 1325	Calculus for Business & Social Sciences	3
POLS 2305	U.S. Government and Politics	3
	Hours	**15**

First Year	Psychology, BA	
FALL		**HOURS**
Creative Arts Core Requirement		3
COMM 1311	Foundation of Communication	3
HIST 1301	U.S. History to 1865	3
UNIV 1101	University Seminar I	1
PSYC 2301	General Psychology	3
	Hours	**13**
SPRING		
UNIV 1102	University Seminar II	1
Life & Physical Science Core Requirement		4
ENGL 1302	Writing and Rhetoric II	3
HIST 1302	U.S. History Since 1865	3
SOCI 1301	Introduction to Sociology	3
	Hours	**14**

Note: When listing the core math and communication component areas please see the following information for guidance.

CORE MATH: The designated MATH Pathways course should be listed in the fall or spring semester of the first year for each major. Careful consideration should be given to sequencing of later courses that require the MATH course as a prerequisite. Course sequences on the STEM pathway can assume that students are ready to take MATH 2413 their first semester.

COMMUNICATION COMPONENT AREA: Ideally, all course sequences should list ENGL 1301 in the fall of the first year. To complete the six required hours in the Communication Component Area within the first year, most students will need to take either ENGL 1302 or COMM 1311 in the spring semester of the first year. Programs can decide to allow students select between the two courses (and list it that way in the course sequence), or they can encourage one course over the other by listing it in the course sequence for their majors. Alternatively, some programs may desire for students to take COMM 1311 concurrently with ENGL 1301 in the fall semester of the first year, while others may encourage students to take all three courses. Regardless, completion of any two out of the three courses in the Communication Component Area will fulfill the six-hour core requirement.

Please see the following program example: Industrial Engineering, BS.
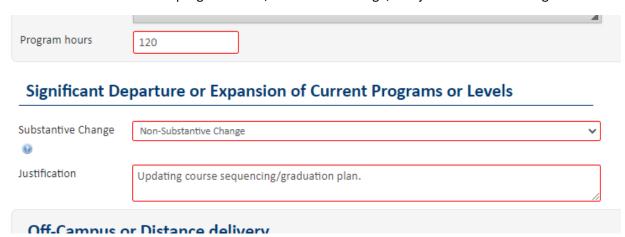
First Year

FALL		HOURS
UNIV 1101	University Seminar I	1
MATH 2413	Calculus I	4
ENGL 1301	Writing and Rhetoric I	3
HIST 1301	U.S. History to 1865	3
CHEM 1411	General Chemistry I	4
ENGR 1201	Introduction to Engineering	2
	Hours	**17**
SPRING		
UNIV 1102	University Seminar II	1
ENGL 1302 or COMM 1311	Writing and Rhetoric II or Foundation of Communication	3
MATH 2414	Calculus II	4
COSC 1330	Programming for Scientists, Engineers, and Mathematicians	3
PHYS 2425	University Physics I	4
ENGR 1312	Engineering Graphics I	3
	Hours	**18**

If you have any questions or need any help regarding the core math and communication component areas, please contact Rita Sperry at Rita.Sperry@tamucc.edu.
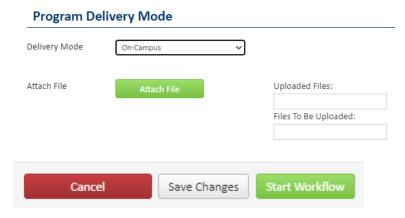
Next, you would continue to do that to any year and term that needs updating. If you need to move any comment or course, click the Move Up or Move Down button. Once you are done making all your changes click OK.

Move Up | Move Down

OK | Cancel

Then make sure to fill out the program hours, substantive change, and justification for change.

Program hours   120

Significant Departure or Expansion of Current Programs or Levels

Substantive Change   Non-Substantive Change

Justification   Updating course sequencing/graduation plan.

Off-Campus or Distance delivery

Select the delivery mode for the program and click on Start Workflow and you are done.

Program Delivery Mode

Delivery Mode   On-Campus

Attach File   Attach File   Uploaded Files:

Files To Be Uploaded:

Cancel | Save Changes | Start Workflow

If you have any questions or need any help with the course sequence or CourseLeaf, please contact Jenny Vela at jenny.vela@tamucc.edu.