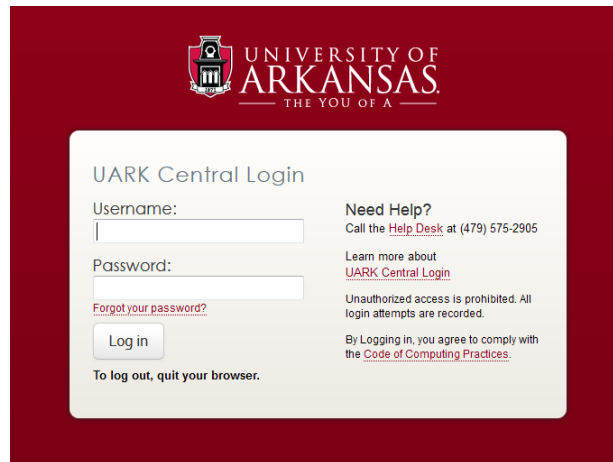


## How to Submit a Program/Unit Change Proposal

Navigate to <https://nextcatalog.uark.edu/programadmin/> and log in, using your uark **Username** and **Password**.

**NOTE:** For miscellaneous administrative or organizational change requests that have *no* impact on degree requirements, log in to <https://nextcatalog.uark.edu/miscadmin/> to complete a short form.

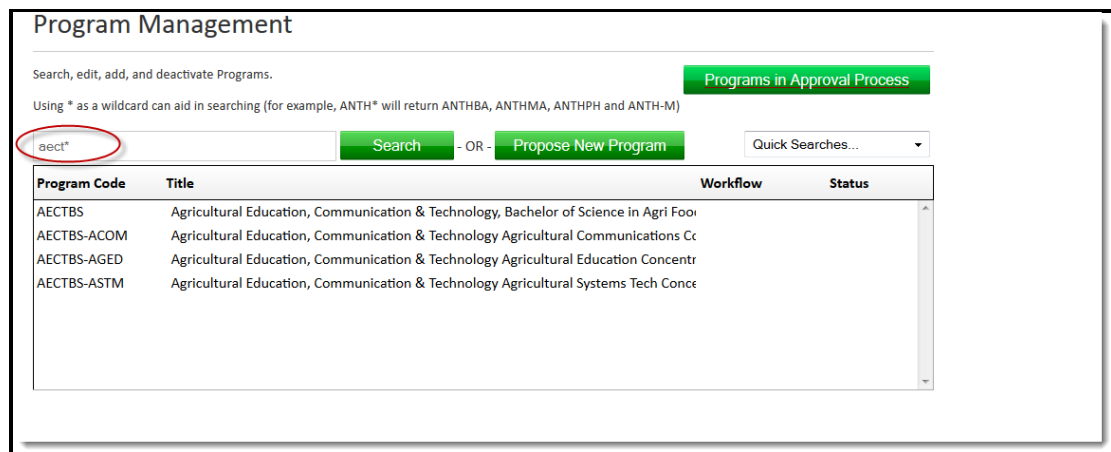


### Edit an Existing Program

1. Type the program alpha code or name in the search field located along the top of the Program Management window.

**NOTE:** Using an asterisk (\*) serves as a wildcard in the search field.

2. Click **Search**.



3. Click the program that you wish to edit from the results window.

- Click **Edit Program** to prompt an editing form to open.

Program Management

Search, edit, add, and deactivate Programs. Programs in Approval Process

Using \* as a wildcard can aid in searching (for example, ANTH\* will return ANTHBA, ANTHMA, ANTHPH and ANTH-M)

Search:   - OR -  Quick Searches...

Program Code	Title	Workflow	Status
AECTBS	Agricultural Education, Communication & Technology, Bachelor of Science in Agri Food		
AECTBS-ACOM	Agricultural Education, Communication & Technology Agricultural Communications Cc		
AECTBS-AGED	Agricultural Education, Communication & Technology Agricultural Education Concentr		
AECTBS-ASTM	Agricultural Education, Communication & Technology Agricultural Systems Tech Conce		

[Preview Workflow](#)

Viewing: **AECTBS : Agricultural Education, Communication & Technology, Bachelor of Science in Agri Food & Life Sciences**

Last edit: 08/13/14 11:05 am

Submitter: \_\_\_\_\_ User ID: \_\_\_\_\_  
Phone: \_\_\_\_\_

Academic Level: Undergraduate

Select a reason for the proposed change:

Academic Unit: \_\_\_\_\_

Effective Catalog Year: Summer 2014

## Propose a New Program

- Click the **Propose New Program** button. This prompts a **New Program Proposal** form to open.

Program Management

Search, edit, add, and deactivate Programs. Programs in Approval Process

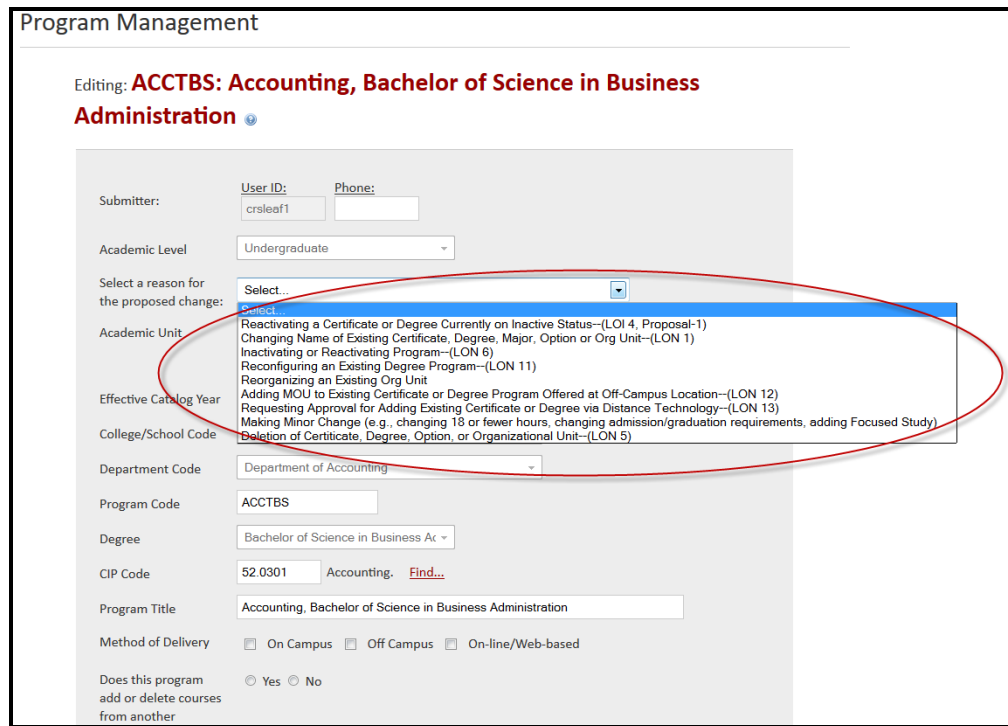
Using \* as a wildcard can aid in searching (for example, ANTH\* will return ANTHBA, ANTHMA, ANTHPH and ANTH-M)

- OR -  All Programs

Program Code	Title	Workflow	Status
3/3 Program-AFLA	3/3 Program-Agriculture		
3/3 Program-ARSC	3/3 Program-Arts and Sciences		
AAST Combined Maj	African and African American Studies Combined Major		
AAST-M	African and African American Studies Minor		
ACCTBS	Accounting, Bachelor of Science in Business Administration		
ACCTMA	Accounting, Master of Accountancy		
ACCTPH	Business Administration (Accounting), Doctor of Philosophy		
ACOM-M	Agriculture Communications Minor		

When either editing an existing program or proposing a new one, you must complete the information as requested on the form. Fields that are highlighted in red are required fields. When editing a program, some fields will be pre-populated, based on information currently in ISIS.

- When selecting a reason for the proposed change, you will see in parenthesis the appropriate **ADHE Letter of Intent (LOI)/Proposal or Letter of Notification (LON)** needed for each request.



Program Management

Editing: **ACCTBS: Accounting, Bachelor of Science in Business Administration**

Submitter: User ID: crsleaf1 Phone: [ ]

Academic Level: Undergraduate

Select a reason for the proposed change: **Select...**

- Reactivating a Certificate or Degree Currently on Inactive Status--(LOI 4, Proposal-1)
- Changing Name of Existing Certificate, Degree, Major, Option or Org Unit--(LON 1)
- Inactivating or Reactivating Program--(LON 6)
- Reconfiguring an Existing Degree Program--(LON 11)
- Reorganizing an Existing Org Unit
- Adding MOU to Existing Certificate or Degree Program Offered at Off-Campus Location--(LON 12)
- Requesting Approval for Adding Existing Certificate or Degree via Distance Technology--(LON 13)
- Making Minor Change (e.g., changing 18 or fewer hours, changing admission/graduation requirements, adding Focused Study)
- Deletion of Certificate, Degree, Option, or Organizational Unit--(LON 5)

Academic Unit: [ ]

Effective Catalog Year: [ ]

College/School Code: [ ]

Department Code: Department of Accounting

Program Code: ACCTBS

Degree: Bachelor of Science in Business Ad

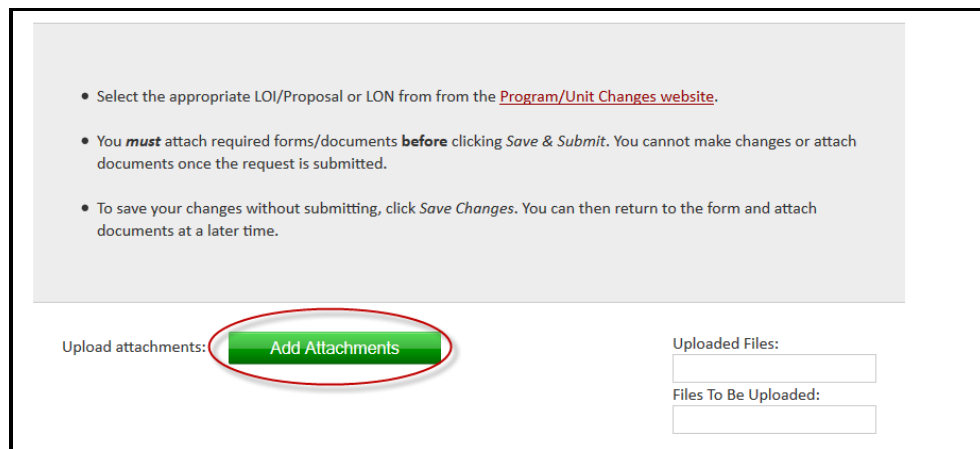
CIP Code: 52.0301 Accounting. [Find...](#)

Program Title: Accounting, Bachelor of Science in Business Administration

Method of Delivery:  On Campus  Off Campus  On-line/Web-based

Does this program add or delete courses from another:  Yes  No

- Click the **Add Attachments** button to attach your documents. All documents must be attached before submitting the proposal. *Other documentation, such as a **MOU** may also be required.*



- Select the appropriate LOI/Proposal or LON from from the [Program/Unit Changes website](#).
- You **must** attach required forms/documents **before** clicking *Save & Submit*. You cannot make changes or attach documents once the request is submitted.
- To save your changes without submitting, click *Save Changes*. You can then return to the form and attach documents at a later time.

Upload attachments: **Add Attachments**

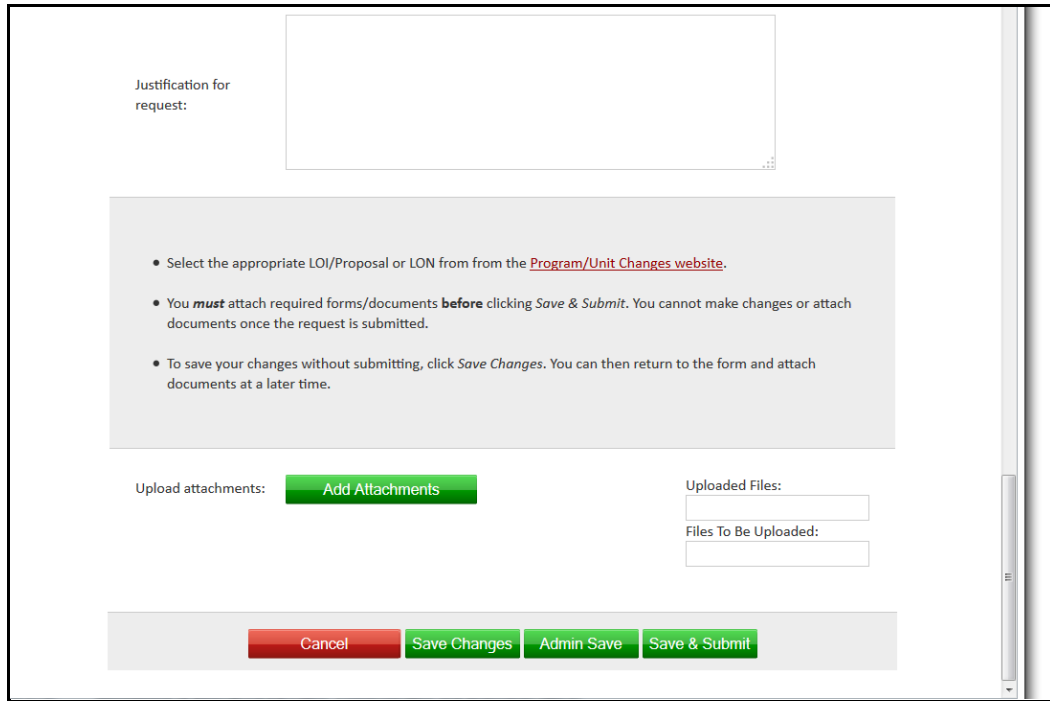
Uploaded Files: [ ]

Files To Be Uploaded: [ ]

**NOTE:** Information about forms and other documentation can be found at <http://registrar.uark.edu/3013.php>.

- After completing the form, select one of the following options:
  - Cancel** - Do not save any changes and return to the previous window.
  - Save Changes** - Save any changes that have been made and return to the form at a later time. *This does not submit the proposed changes to workflow and will allow you to save without filling out all the required fields.*

- Save & Submit** - Save and submit all changes for approval.  
*All required fields must be filled out and the appropriate documents attached/uploaded before the proposal can be submitted for approval. The proposal will go to the next person in the approval process of workflow. The next user in workflow will be sent an automated email to notify the user they can now review, edit, approve.*



Justification for request:

- Select the appropriate LOI/Proposal or LON from from the [Program/Unit Changes website](#).
- You **must** attach required forms/documents **before** clicking **Save & Submit**. You cannot make changes or attach documents once the request is submitted.
- To save your changes without submitting, click **Save Changes**. You can then return to the form and attach documents at a later time.

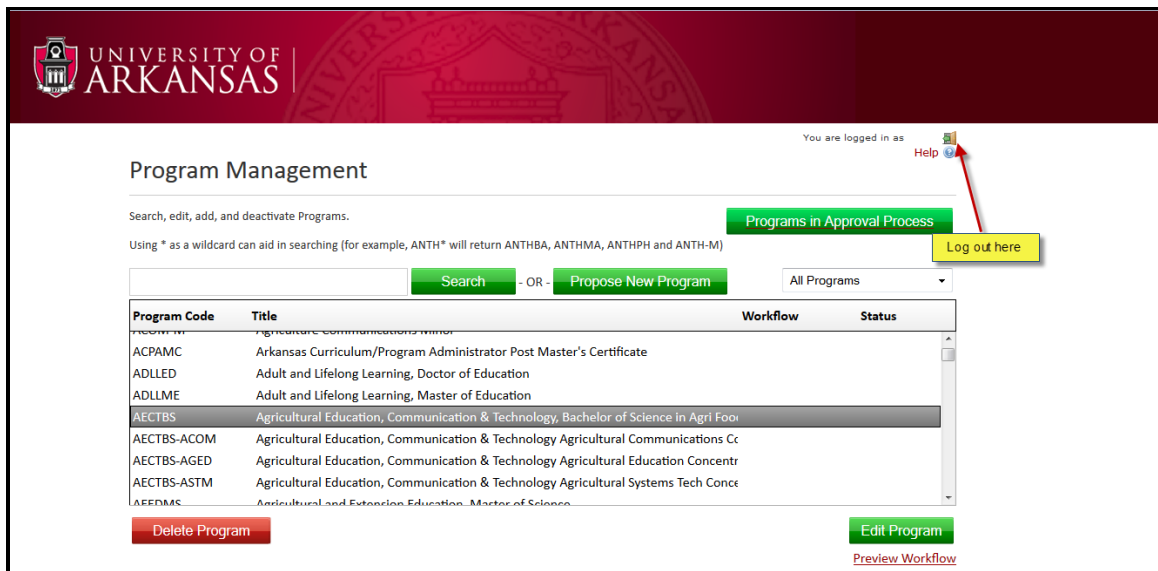
Upload attachments: [Add Attachments](#)

Uploaded Files:

Files To Be Uploaded:

[Cancel](#) [Save Changes](#) [Admin Save](#) [Save & Submit](#)

- Return to the Program Management screen to submit additional proposals or to log out.



UNIVERSITY OF ARKANSAS

Program Management

You are logged in as [Help](#)

[Programs in Approval Process](#) [Log out here](#)

Search, edit, add, and deactivate Programs.

Using \* as a wildcard can aid in searching (for example, ANTH\* will return ANTHBA, ANTHMA, ANTHPH and ANTH-M)

[Search](#) - OR - [Propose New Program](#)

Program Code	Title	Workflow	Status
ACPMAC	Arkansas Curriculum/Program Administrator Post Master's Certificate		
ADLLED	Adult and Lifelong Learning, Doctor of Education		
ADLLME	Adult and Lifelong Learning, Master of Education		
AECTBS	Agricultural Education, Communication & Technology, Bachelor of Science in Agri Foo		
AECTBS-ACOM	Agricultural Education, Communication & Technology Agricultural Communications Cc		
AECTBS-AGED	Agricultural Education, Communication & Technology Agricultural Education Concentr		
AECTBS-ASTM	Agricultural Education, Communication & Technology Agricultural Systems Tech Conce		
AEPDMS	Agricultural Extension Education, Master of Science		

[Delete Program](#) [Edit Program](#) [Preview Workflow](#)