UA Little Rock
Curriculum and
Catalog Faculty
Resources Guide

ualr.edu/catalogs



# **Beyond the Catalog**

The Faculty Resources function is designed to aid Faculty and Staff navigate the Curriculum and Catalog process. Click the "Faculty Resources" tab on ualr.edu/catalogs to get access to resources for updating programs and courses and for making changes to the Undergraduate and Graduate catalogs.



The Undergraduate Catalog, Graduate Catalog, and Law School Curriculum webpages provide information about all of our degree programs. If you don't know what degree you want to pursue, the catalogs also contain a lot of information that can assist you with that decision. These university publications are updated every year. They serve as a centralized location for various campus policies, admission standards, financial aid programs, as well as other helpful information that will help you make a smooth transition to college life.

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#### RESOURCES & OTHER PUBLICATIONS

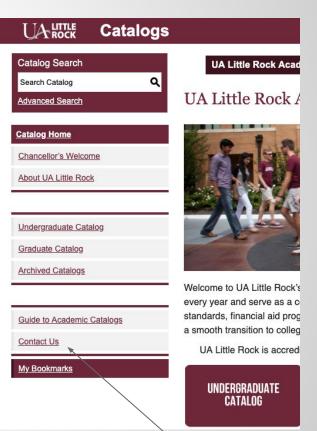
ARCHIVED CATALOGS | STUDENT HANDBOOK | CONSUMER INFO



# **Beyond the Catalog**



Links to Faculty Resources for common Curriculum and Catalog information, forms, and answers to common questions can be found at <a href="mailto:ualr.edu/catalogs">ualr.edu/catalogs</a> and "Contact Us" links on <a href="mailto:catalog.ualr.edu">catalog.ualr.edu</a>



- See New Undergraduate Catalog Changes for Current Catalog at What's New?
- Link to Curriculum Information and Forms on Curriculum Process Website
- Report errors in **Undergraduate** Catalog
- **List of Catalog Features**

#### How to Use the Catalog

The new UA Little Rock Catalog website offers convenient tools to help undergraduate and graduate students quickly locate and track details for degree programs, degree requirements, curriculum, and courses.

#### Features of the online catalog include:

- Drop-down menu for selecting the desired publication. Undergraduate and Graduate catalogs can be accessed all in one place.
- Publication Search function where users can type their topic in the search box and click "Enter." Or select "Advanced Search" to narrow or expand search options by course, program, or academic unit and college.
- Course Search search for individual course descriptions and information.
- Program Listings that include clickable course descriptions that expand for browsing or printing (and when clicked again, revert to list format).
- Convenient printing from the "print-friendly page" link on every page and "print course" link on every course.
- My Bookmarks function that allows users to add and track favorite information and to retrieve saved preferences.
- Archived copies of past catalogs accessible on the "Archived Catalogs" link on the catalog
- The Icon legend gives brief descriptions of catalog features that help you navigate the
- Share button where students can share information about courses and degree programs via Twitter and Facebook.
- Online Help section with more information on how to get the most out of the catalog site.

#### Thank you to the Implementation Team

- Paula Baker, Graduate School
- Larry Beachler, Assistant Director, Institutional Research
- Terry D. Bobo, Associate Director of Application Operations
- Trakenya Dobbins, Director, Trojan Academic Advising and Support Center
- Erin Finzer, Associate Vice Chancellor for Academic Affairs
- Brian Keltch, IT Services

Back to Catalog Homepage



New Undergraduate Catalog Changes







#### Curriculum Process

Faculty, want to make changes to courses or academic programs? START



#### Report Errors

Found an error in the Undergraduate Catalog? Report it here.





## **Faculty Resources**

## What's New?

- List all <u>Fully Approved</u> Curriculum for the Year (March 2 of previous year to March 1 of current year)
- Updated prior to the content collection for Upcoming Catalog
- Gives Faculty opportunity to verify their curriculum changes included in upcoming catalog

#### Undergraduate Catalog 2019-2020 - What's New

All newly approved undergraduate curriculum items for the academic year 2019-2020 are listed below. The curriculum items were approved during the current curriculum cycle (March 2, 2018 – March 1, 2019)

NOTE: Curriculum items approved after March 1, 2019, will be published in the 2020-2021 Undergraduate Catalog.

Last Updated: June 26, 2019

#### Report Errors and/or Omissions

Was your program or course fully approved between the March 2, 2018, and March 1, 2019 cycle? Don't See Your approved course or program? Report errors or omissions at <a href="mailto:ualr.edu/provost/catalog-error-reporting">ualr.edu/provost/catalog-error-reporting</a>.

#### **New Programs**

#### **Bachelor Degree**

Dance, B.A.

#### **New Online Programs**

#### **Bachelor Degrees**

- Marketing, B.B.A.
- Business Analytics, B.B.A.

#### Certificates

Business Analytics Certificate of Proficiency

#### **Revised Programs**

#### **Bachelor Degrees**

- Biology, B.S.
- Business Analytics, B.B.A.
- Business Information Systems, B.B.A.
- Communication Sciences & Disorders, B.S.
- Construction Management, B.S.
- Dance RFA

#### Administrative Changes

#### New Administrative Unit

· Office of Institutional Research and Analytics

#### Organizational Unit Name Change

Justice Research and Policy Center

#### Courses

- + New Courses
- + Revised Courses
- + Suspended Courses
- + Corrections/Adjustments
- + General Education (CORE Curriculum)

## **Faculty Resources**

## **Curriculum Process**

- Locate Forms on Provost Website
- Step-by-Step Instructions to navigate the Curriculum Process
- Deadlines (Internal and External)
- FAQ's and Curriculum Contacts













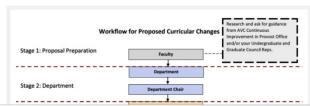
#### **Curriculum Change Process**

The UA Little Rock curriculum process begins with the faculty on the department level. Once approved at the department level each change requires the sequential approval of the college or school's undergraduate and/or graduate curriculum committees, college dean, the appropriate University-level council, the provost, the chancellor, and in some cases the University of Arkansas System and the Arkansas Department of Higher Education, and the Arkansas Department of Education (for Educator Preparatory Programs). Faculty: To introduce new curriculum or updates to current curriculum, choose the appropriate option below:





The figure below is a visual representation of the UA Little Rock Curriculum process. To access guidelines on how to properly navigate this process, please select one of the options above.



## Help for Curriculum

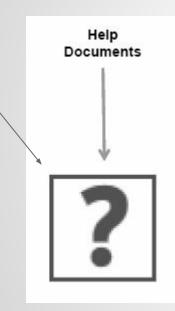




Common questions about the curriculum process are answered & Contacts for Undergraduate and Graduate Curriculum Councils, College Liaisons and Provost Office and Records and Registration staff are available in one location:

https://ualr.edu/provost/curriculum-change-process

# Help in Catalog



#### Acalog ACMS™ Online Help

Close Window

This document contains help on the following topics:

- 1. Selecting a Different Catalog
- 2. Searching the Catalog
  - Search Options
- 3. <u>Browsing the Catalog</u>
  1. Printing Pages of the Catalog
- 1. Printing Pages of the Catalo
- 4. Using the Bookmarks Feature
  - 1. Create a Bookmarks Account
  - 2. Login and Logout of Bookmarks Feature
  - 3. Edit Your Bookmarks Profile

For additional help, please contact Catalog Support,

#### 1. Selecting a Different Catalog

**BACK TO TOP** 

There may be more than one catalog available from the University of Arkansas at Little Rock system e-catalog Gateway at a time. If there is more than one, you will see a dropdown box toward the top of the page with the name of the current catalog. Clicking the dropdown box provides access to other available catalogs. Selecting an alternate catalog will load it into the Gateway. If you do not see the dropdown box, then only a single catalog is currently published.

You may add information from any of the available catalogs to your own personal Bookmarks. See below to learn more about Using the Bookmarks Feature.

#### 2. Searching the Catalog

BACK TO TOP

The Catalog Search (shown at the top of the navigation) allows quick retrieval of catalog content that matches your interests.

Click on the "Help" icon to get step-by-step instructions on navigating the catalog.

## Help in Catalog

## **Need to Review and Print Your Department's Courses?**

#### Search Course Descriptions



#### Four-letter Course Codes-Undergraduate

The following is a listing of all undergraduate course codes. Click on the four-letter code to review the undergraduate courses within that discipline.

To find classes being offered for the upcoming semester, use the Class Search.

Graduate courses are found within the Graduate Catalog, Clinton School of Public Service Website, and the Law School Website.

**Note:** The subject code for courses previously identified by the SPCH subject code are now identified by the ACOM subject code. All courses taken prior to this change that bear the ACOM code still count toward all Applied communication major and minor requirement

# Course Filter Filter this list of courses using course prefix, course code, keywords or any combination. Prefix: Code or Number: Type Keyword or Phrase: BIOL All types... Filter Find whole word or phrase only.

### University of Arkansas at Little Rock 2019-2020 Undergraduate Catalog Search Course Descriptions Print this Page Four-letter Course Codes-Undergraduate The following is a listing of all undergraduate course codes, Click on the four-letter code to review the undergraduate courses within that discipline. To find classes being offered for the upcoming semester, use the Class Search. Graduate courses are found within the Graduate Catalog, Clinton School of Public Service Website, and the Law School Website, Note: The subject code for courses previously identified by the SPCH subject code are now identified by the ACOM subject code. All courses taken prior to this change that bear the ACOM code still count toward all Applied communication major and minor requirement · BIOL 1102 - Introductory Biology Laboratory

Two hours laboratory per week. One credit hours.

A laboratory course in introductory biology covering the general concepts of microscope use, cell organization, physical and chemical bases of life, energy processing, cell reproduction, plant tissue structures, animal structures, organismic reproduction and development, genetics, and evolution. Offered only to students who have transfer credit for three credit hours of introductory biology lecture or the equivalent.

· BIOL 1111 - Introduction to Human Anatomy and Physiology I Laboratory

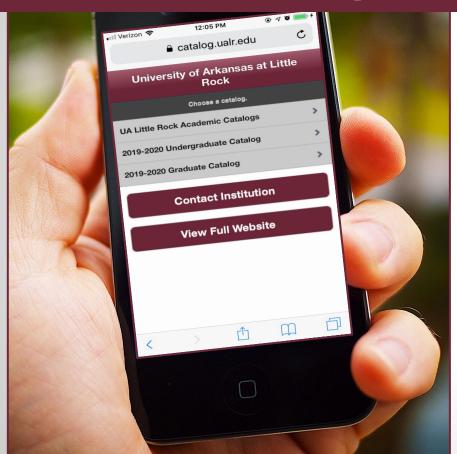
Three hours laboratory per week. One credit hours.

# Help in Catalog

## Follow the instructions below to print list of courses:

- 1. Go to "Search Course Descriptions" in the Left Menu
- 2. In the "Course Filter" section box, click on the "All prefixes" dropdown box and select the subject code and click the "Filter" button
- 3. Click the print icon at the top of the page
- 4. Within the print page, select "Expand All Courses"
- 5. Click "Print this Page"

## **Need More Help?**





Look for this Contact Icon on the Faculty Resources page at <u>ualr.edu/catalogs</u> or on the Curriculum Process page at <u>ualr.edu/provost</u>.