

## Instructions for Revising Four-Year Program Plan Requirements

- 1) Go to PARC to **view** the most up-to-date program requirements:
  - PARC link: <https://aces.uga.edu/>
  - [Instructions for viewing program requirements in PARC](#)
- 2) Determine the updates that are needed to the four-year plan, if any
- 3) Once you are ready to make the updates, use the [Step-by-Step Instructions for Accessing and Editing Proposals in PARC](#) to access the undergraduate major
  - Note: if you have changes to the program requirements, these should be made at the same time as updates to the four-year program of study.
- 4) Open the “Non-Course Requirements” section within the program by clicking the associated caret on the right:

The screenshot displays the 'UGA Curriculum Form' interface. It features a blue header bar with navigation icons and buttons for 'EXPORT' and 'EXIT FORM'. Below the header, several requirement sections are listed, each with a 'Section Suffix' input field and a dropdown menu on the right. The sections include:

- Area III Quantitative Reasoning - Preferred Courses (1 Group(s) defined)
- Area IV World Language and Global Culture - Preferred Courses (1 Group(s) defined)
- Area IV Humanities and the Arts - Preferred Courses (1 Group(s) defined)
- Area V Social Sciences - Preferred Courses (1 Group(s) defined)
- Area VI Courses Related to the Major \* (1 Group(s) defined)
- Entrance Requirements (1 Group(s) defined)
- High-Demand Selection Criteria (1 Group(s) defined)
- Required Courses \* (24-25 hours) (3 Group(s) defined)
- Major Electives (13 hours) (1 Group(s) defined)
- General Electives (22-23 Hours) (1 Group(s) defined)
- Non-Course Requirements (1 Group(s) defined)
- Total Major Hours \* (120 hours) (1 Group(s) defined)
- Career Information (1 Group(s) defined)

Red circular arrows on the right side of the form indicate the expandable dropdown menus for the 'Area IV World Language and Global Culture - Preferred Courses' and 'Non-Course Requirements' sections.

- 5) Add, remove, or update courses and text as needed
  - When updating the program requirements, ensure that:**
    - The requirements included in the Four-Year Plan match the requirements as they are listed in PARC. Only courses that appear in the major requirements in PARC should be included in the Four-Year Plan.
    - Any curriculum changes that have been submitted in PARC should also be included in the Four-Year Plan.
    - General statements may be used, such as “Area V course,” if no specific course is required.
    - Both the 1 credit hour PE requirement and the 1 credit hour FYOS 1001 requirement should be reflected in the four-year plan.
    - The requirements for each major must total 120 credit hours + 1 credit hour of PE (unless the major is officially approved to exceed 120 credit hours).
    - Each semester should be between 12-18 total credit hours.

- The complete course ID and number are included (example: ACCT 2000). Course IDs should not be abbreviated (example: BIOL 1107/L should be submitted as BIOL 1107, BIOL 1107L).
  - For any variable credit courses, include the number of credit hours a student is expected to complete.
- 6) Once ALL changes are made to the undergraduate program, including the four-year program plan, click Submit at the bottom of the form in [PARC](#)

The curriculum team will review the updates in PARC and may reach out with any questions on the submitted information.

**If you have any questions about this process, please contact the Registrar's Office at [bulletin@uga.edu](mailto:bulletin@uga.edu).**