Helpful tips and guidelines for using the PARC system:

- For more information on using the PARC system, video tutorials are available on the Office of the Registrar site.

- The sections in the PARC form should be used for the overarching requirements for the program that apply to ALL students. The more specified requirements that are student-specific should not be included here.

- All courses that are available and included in PARC are current, approved, and active courses. Course information can be verified in CAPA at capa.uga.edu.

- When editing within the proposal form, the form will also autosave after each change is made.

- For Undergraduate programs, no changes should be made to Area I, Foundation Courses. If there are no preferred courses in Areas II-V, leave the section(s) blank.

- Courses should be listed in both alphabetical and numerical order.
  - e.g., ACCT 1001, ACCT 1002, COMM 1150

- Do not enter base equivalents, such as E-, H-, and S-suffix versions. Entered courses are hyperlinked, and students can view the relevant equivalent courses by simply clicking on the applicable course.
  - e.g., instead of entering “ENGL 3836 or ENGL 3836E or ENGL 3836H”, you would simply enter “ENGL 3836”

- Corequisites and required labs should be entered using the Common Text “AND” function. This will link the courses together in a manner that is visually helpful and clear to students.

- If a Graduate program has both a Thesis and Non-Thesis version, both sets of requirements will be included in a combined program proposal and separated into different Groups to identify and distinguish between the versions. For example:

  | Thesis Track                           |
  | Choose 4 course(s) from the following: |
  | STAT electives                         |

  | Non-Thesis Track                       |
  | Choose 6 course(s) from the following: |
  | STAT electives                         |
• Do not enter information in the “Section Suffix” boxes, except for Total Program Hours, Required Courses hours, Major Electives hours, and General Electives hours. These should be entered as follows: “[X] hours”.

• Free Text has a 1,000-character limit per Rule, so large blocks of text should be broken into separate Rules.

• Prefixes without course numbers should still be entered through the “Common Text – Subject/Course” function; simply select the prefix and leave the course number field blank. This method will ensure that the prefix is hyperlinked for additional information in the final Bulletin.

• The “Group Name” field can be used to give the section a heading. Any text entered into this field will appear in bold above the rest of the information in the relevant Group.

• Do not use the “Group Name” field for Area of Emphases titles. Instead, use the “Common Text” option “Area of Emphasis in”.
  o NOTE: Approved Areas of Emphases for Graduate Programs have been broken out into separate program proposals.

• If a Group or Rule is deleted, it cannot be recovered, so use the Delete function with discretion.

• When attempting to enter course “or” options (e.g., “ENGL 3020 or ENGL 3030 or ENGL 3040”), the preferred method should be to group these under the Common Text “Choose __ courses...” groupings. However, asterisks and footnotes can also be employed on a case-by-case basis (e.g., a long list of single course options with one or two “or” statements included).

  For example, the following from the pre-existing Bulletin...

  Required Courses (28-30 hours)
  BCMB 3100
  POUL 1075
  POUL 3000-3000L
  POUL 3050
  POUL 3123
  POUL 3175 or ADSC 3300
  POUL(BIOL) 4060/6060
  POUL 4200/6200-4200L/6200L

  ...should now be entered as follows:

  Required Courses 28-30 Hours
  ADSC 3300 *
  BCMB 3100
  POUL 3000-3000L
  POUL 3050
  POUL 3123
  POUL 3175 *
  POUL(BIOL) 4060/6060
  POUL 4200/6200-4200L/6200L
  *Only one of these courses can be used to fulfill this requirement.
For linked words or phrases to outside websites, use an asterisk and footnote to provide the link.

For example, the following from the pre-existing Bulletin...

Choose eleven hours from the following:
Two courses in a Foreign Language (through third semester)
AFAM(HIST) 2000
AFST(ANTH)(CMLT)(GEOG)(SOCI)(RELI) 2100
ANTH 1102
CSCI 1100-1100L

...should now be entered as follows:

Choose 11 credit hour(s) from the following:
Two courses in a Foreign Language* (through third semester)
AFAM(HIST) 2000
AFST(ANTH)(CMLT)(GEOG)(SOCI)(RELI) 2100
ANTH 1102
CSCI 1100-1100L

*For a list of applicable foreign language courses, please visit: https://linguistics.uga.edu/language-courses-uga

If you have any questions regarding an entry or how to enter/edit information, please reach out to us at bulletin@uga.edu.