



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:

STATelectives

Non-Thesis Track

Choose 6 course(s) from the following:

STATelectives

- 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”.
 - 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 3750 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 3750 *

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.