

### Course sequencing/graduation plans

Use current catalog to review your students’ graduation plans (“course sequencing” tab) for your program for the next academic year.

### 2-year rotation

**Odd Year:** Business, Liberal Arts, Nursing and Health Sciences, and School of Arts, Media, & Communication

**Even Year:** Education & Human Development, Engineering & Computer Science, and Science

- If no changes are needed, no further action is required for the catalog. Please make sure to fill out the [spreadsheet](#) to confirm that no changes were needed.
- If changes are needed, they will need to be entered into CourseLeaf Program Management <https://catalog-next.tamucc.edu/programadmin/>. Please make sure to fill out the [spreadsheet](#) to confirm that you made changes for your program. If you need access to CourseLeaf or any help, please email Jenny Vela at [jenny.vela@tamucc.edu](mailto:jenny.vela@tamucc.edu).

In the [program management](#) webpage, you can either scroll down to search for your program or use the search bar. When using the search bar remember to include an asterisk (\*) before and after the name. For example: \*English\* or \*art\*. That will bring up every program that has English or art in the name.

## Program Management

Search, edit, add, and inactivate programs.

Use an asterisk (\*) in the search box as a wild card. For example, MATH\* wi with "MATH", and \*MATH\* everything that contains "MATH". The system s Quick Searches provides a list of predefined search categories to use.

Search
 History

Number of Program	Program Name
1	Accountancy, MAcc
2	Accounting, BBA
3	Accounting, Minor
4	Advanced TESOL, Certificate
5	Alternative Certification of Educators (ACE)
6	Applied Arts and Sciences, BAAS
7	Applied Mathematics, Minor

Once you have found the program that need changes click on that program and then click on the Edit Program button



\*art\* Search History - OR - Propose New Program Quick Searches...

Number of Program	Program Name	Workflow	Status
6	Applied Arts and Sciences, BAAS		
8	Art History, Minor		
9	Art, BA		
10	Art, BFA		
11	Art, BFA with Teacher Certification		
63	English, BA with Secondary Teacher Certification in English Language Arts (Grades 7-12)	LA Dean	Edited
64	English, BA with Teacher Certification in English Language Arts (Grades 4-8)		

Inactivate Export to PDF Edit Program Preview Workflow

Viewing: **9 : Art, BA**  
Last approved: 12/20/21 1:55 pm  
Last edit: 12/20/21 1:55 pm

History  
1. Dec 20, 2021 by ctmig-dbogges

Catalog Pages Using this Program  
[Art, BA](#)

Make sure to fill in anything that has a red box around it. Those are required.

### Program Management

Editing: **9: Art, BA**

To be Effective: 2025-2026

Contact Person: [ ]

Email: @tamucc.edu

Department: Dept Art & Design

College: School of Arts, Media, and Com

Program Code: [ ]

Program Type: Academic Program

Program Level: Undergraduate

Program Name: Art, BA

Scroll down until you reach the Course Sequencing section.

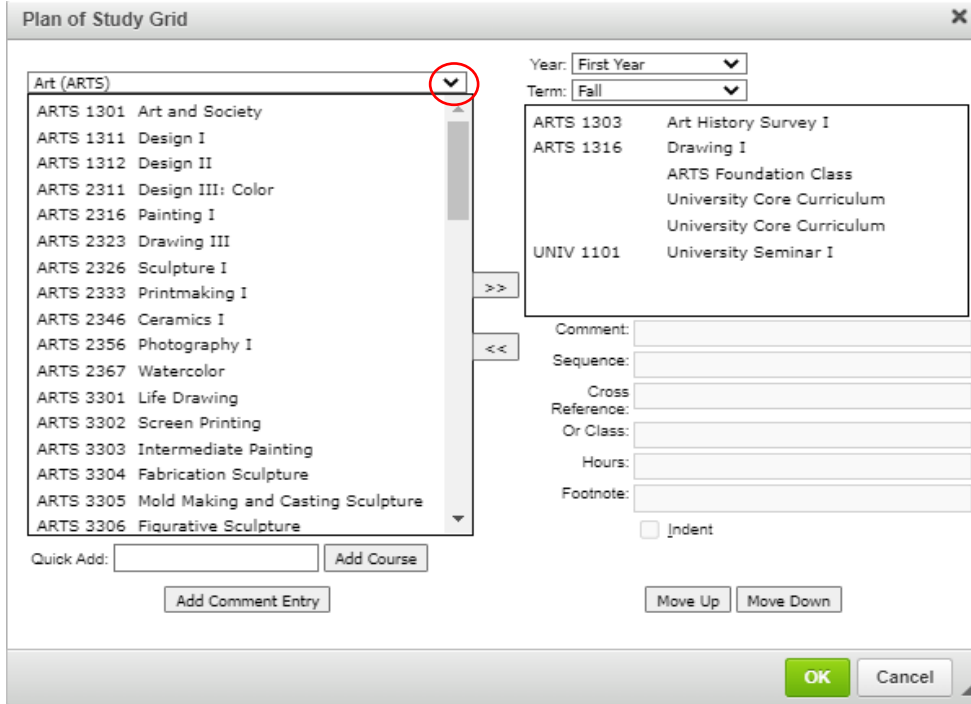
Double click inside the Plan of Study Grid table to open the table. (You can click anywhere inside the table)

Course Sequencing

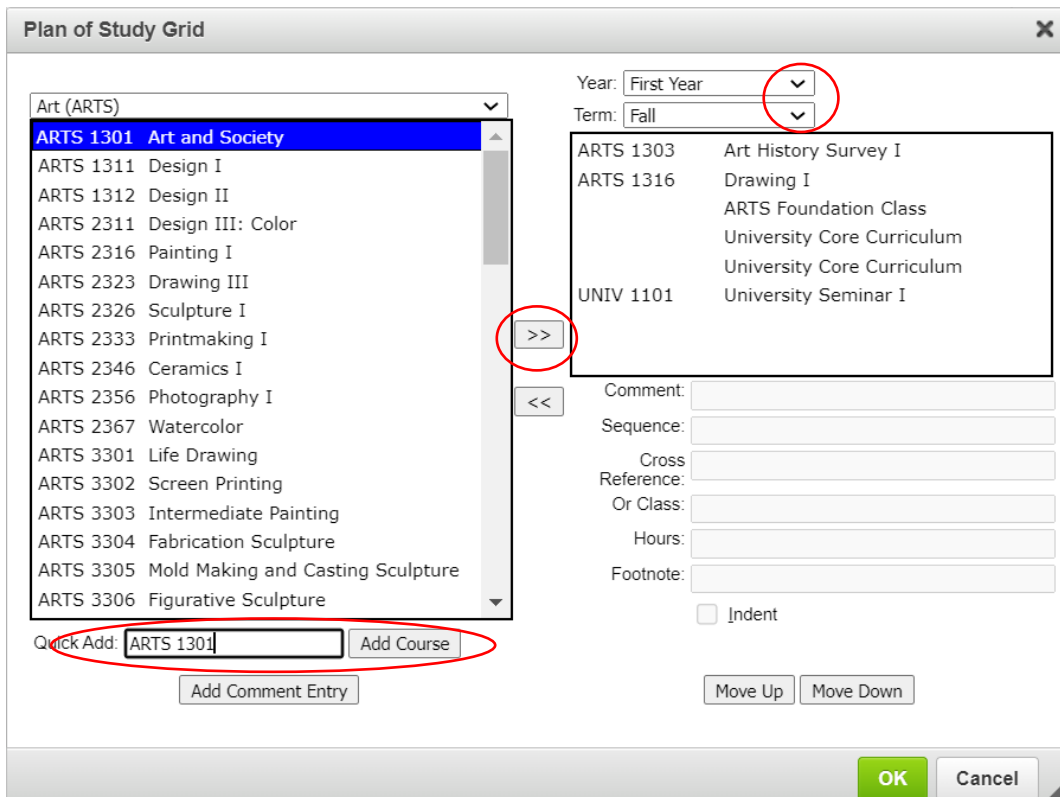
Plan of Study Grid

First Year		HOURS
FALL		
ARTS 1303	Art History Survey I	3
ARTS 1316	Drawing I	3

The following table will appear, the left side will show you the subjects and the courses for each subject. Just click on the drop-down arrow and select your subject. The right side will you show you the course sequencing information for each year and term.



Select the year and term from the drop-down that needs to be updated. If a course needs to be added, select the course from the left side of the table and click on the double arrows going to the right **>>**. You can also add a course using the Quick Add feature. Make sure that the subject is in all caps and then click on Add Course.



To remove a course from the right side, click on the course and click on the double arrows going to the left



Year: First Year  
Term: Fall

ARTS 1303	Art History Survey I
ARTS 1316	Drawing I
	ARTS Foundation Class
	University Core Curriculum
	University Core Curriculum
UNIV 1101	University Seminar I

Comment:   
Sequence:   
Cross Reference:   
Or Class:   
Hours: 3  
Footnote:

Indent

Please remember, if you have any courses that are required make sure that those courses are listed in the graduation plans.

If you need to add a new course that is not in the system, a text to show a core curriculum course, elective description, or a certain section click on the Add Comment Entry button. Enter the comment that you need and click OK. If you are adding a new course that is not in the system please use the following format when adding the course to the list: prefix number::Title of new course (ex: ENGL 13XX::Title) and click OK. That will help with aligning it with the other courses on the list. Please make sure that the number (13XX) and title that you entered match the new course that you entered in the [Course Inventory Management](#). Any comment that you add make sure to add the hours in the Hours box because it will be blank.

Quick Add:  Add Course

**Add Comment Entry**

**Add Comment Entry**  
New Course

Enter comment text:

OK Cancel

**Add Comment Entry**  
Core Curriculum Option

Enter comment text:

OK Cancel

Year: First Year  
Term: Fall

ARTS 1303	Art History Survey I
ARTS 1316	Drawing I
	ARTS Foundation Class
	University Core Curriculum
	University Core Curriculum
UNIV 1101	University Seminar I
	Life & Physical Science Core Requirement

Comment:   
Sequence:   
Cross Reference:   
Or Class:   
Hours:   
Footnote:

Indent

Move Up Move Down

OK Cancel

**Note:** When adding or updating the university core curriculum, please try to be as specific as you can and use specific core courses or the different component areas instead of University Core Curriculum or Core Class. Like: ARTS 1301 or Creative Arts Core Requirement, BIOL 1406 or Life & Physical Science Core Requirement, ENGL 2316 or Language, Philosophy & Culture Core Requirement, and so on.

Please see the following program examples: Accounting, BBA and Psychology, BA.

<b>SPRING</b> Accounting, BBA		
<a href="#">COMM 1311</a>	Foundation of Communication	3
<a href="#">HIST 1302</a>	U.S. History Since 1865	3
<a href="#">ECON 2302</a>	Microeconomics Principles	3
Language, Philosophy & Culture Core Requirement		3
<a href="#">MATH 1324</a>	Mathematics for Business and Social Sciences	3
<a href="#">UNIV 1102</a>	University Seminar II	1
<b>Hours</b>		<b>16</b>

#### **Second Year**

<b>FALL</b>		
<a href="#">ACCT 2301</a>	Financial Accounting	3
Business Elective		3
Component Area Option Core Requirement		3
<a href="#">MATH 1325</a>	Calculus for Business & Social Sciences	3
<a href="#">POLS 2305</a>	U.S. Government and Politics	3
<b>Hours</b>		<b>15</b>

<b>First Year</b> Psychology, BA		
<b>FALL</b>		<b>HOURS</b>
<a href="#">UNIV 1101</a>	University Seminar I	1
<a href="#">PSYC 2301</a>	General Psychology	3
<a href="#">ENGL 1301</a>	Writing and Rhetoric I	3
<a href="#">HIST 1301</a>	U.S. History to 1865	3
Creative Arts Core Requirement		3
<b>Hours</b>		<b>13</b>
<b>SPRING</b>		
<a href="#">UNIV 1102</a>	University Seminar II	1
<a href="#">SOCI 1301</a> or <a href="#">ECON 1301</a> or <a href="#">ECON 2301</a> or <a href="#">ECON 2302</a>	Introduction to Sociology or Introduction to Economics or Macroeconomics Principles or Microeconomics Principles	3
<a href="#">ENGL 1302</a> or <a href="#">COMM 1311</a>	Writing and Rhetoric II or Foundation of Communication	3
<a href="#">HIST 1302</a>	U.S. History Since 1865	3
<a href="#">MATH 1442</a>	Statistics for Life	4
<b>Hours</b>		<b>14</b>

**Note:** When listing the core math and communication component areas please see the following information for guidance.

**CORE MATH:** The designated MATH Pathways course should be listed in the fall or spring semester of the first year for each major. Careful consideration should be given to sequencing of later courses that require the MATH course as a prerequisite. Course sequences on the STEM pathway can assume that students are ready to take MATH 2413 their first semester.

**COMMUNICATION COMPONENT AREA:** Ideally, all course sequences should list ENGL 1301 in the fall of the first year. To complete the six required hours in the Communication Component Area within the first year, most students will need to take either ENGL 1302 or COMM 1311 in the spring semester of the first year. Programs can decide to allow students select between the two courses (and list it that way in the course sequence), or they can encourage one course over the other by listing it in the course sequence for their majors. Alternatively, some programs may desire for students to take COMM 1311 concurrently with ENGL 1301 in the fall semester of the first year, while others may encourage students to take all three courses. Regardless, completion of any two out of the three courses in the Communication Component Area will fulfill the six-hour core requirement.

Please see the following program example: Industrial Engineering, BS.

<b>First Year</b>		
<b>FALL</b>		<b>HOURS</b>
<a href="#">UNIV 1101</a>	University Seminar I	1
<a href="#">MATH 2413</a>	Calculus I	4
<a href="#">ENGL 1301</a>	Writing and Rhetoric I	3
<a href="#">HIST 1301</a>	U.S. History to 1865	3
<a href="#">CHEM 1411</a>	General Chemistry I	4
<a href="#">ENGR 1201</a>	Introduction to Engineering	2
	<b>Hours</b>	<b>17</b>
<b>SPRING</b>		
<a href="#">UNIV 1102</a>	University Seminar II	1
<a href="#">ENGL 1302</a> or <a href="#">COMM 1311</a>	Writing and Rhetoric II or Foundation of Communication	3
<a href="#">MATH 2414</a>	Calculus II	4
<a href="#">COSC 1330</a>	Programming for Scientists, Engineers, and Mathematicians	3
<a href="#">PHYS 2425</a>	University Physics I	4
<a href="#">ENGR 1312</a>	Engineering Graphics I	3
	<b>Hours</b>	<b>18</b>

If you have any questions or need any help regarding the core math and communication component areas, please contact Rita Sperry at [Rita.Sperry@tamucc.edu](mailto:Rita.Sperry@tamucc.edu).

Next, you would continue to do that to any year and term that needs updating. If you need to move any comment or course, click the Move Up or Move Down button. Once you are done making all your changes click OK.

Move Up Move Down

OK Cancel

Then make sure to fill out the program hours, substantive change, and justification for change.

Program hours

### Significant Departure or Expansion of Current Programs or Levels

Substantive Change



Justification

Select the delivery mode for the program and click on Start Workflow and you are done. If you are not done making changes you can click on Save Changes and continue later.

### Program Delivery Mode

Delivery Mode

Attach File

Attach File

Uploaded Files:

Files To Be Uploaded:

Cancel

Save Changes

Start Workflow

If you have any questions or need any help with the course sequence or CourseLeaf, please contact Jenny Vela at [jenny.vela@tamucc.edu](mailto:jenny.vela@tamucc.edu).