

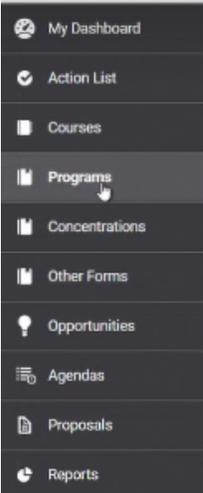
Training Materials - Kualu - Documentation: Programs & Concentrations

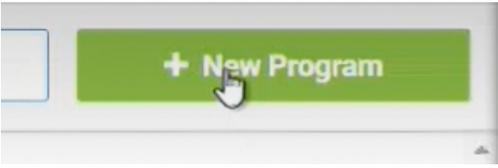
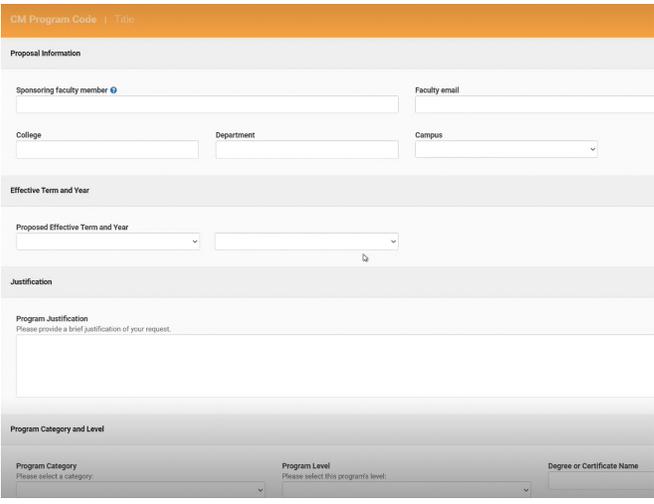
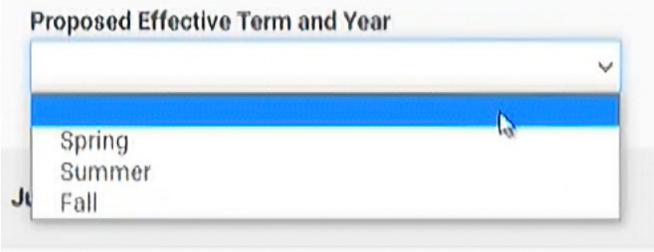
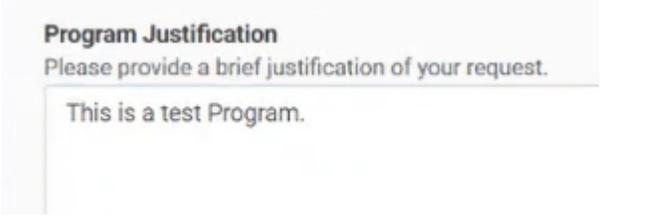
- Section 1: Creating or Revising Programs
 - Creating A New Program
 - Revise An Existing Program
- Section 2: Creating or Revising Concentrations
 - Adding A New Concentration
 - Revise An Existing Concentration
- Resources & Follow Up

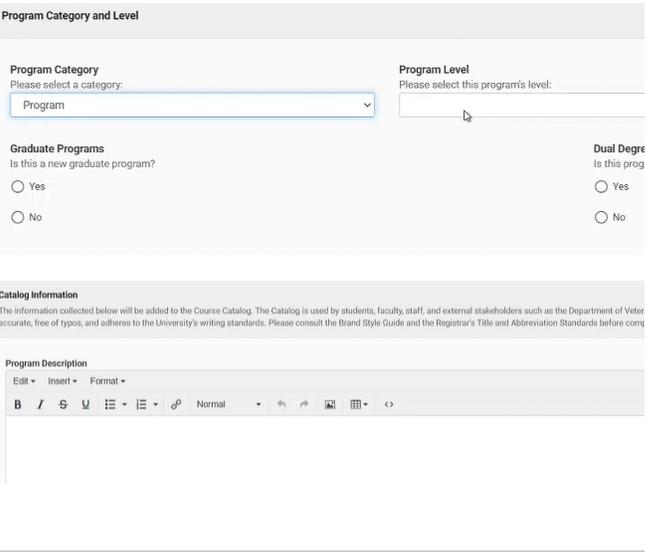
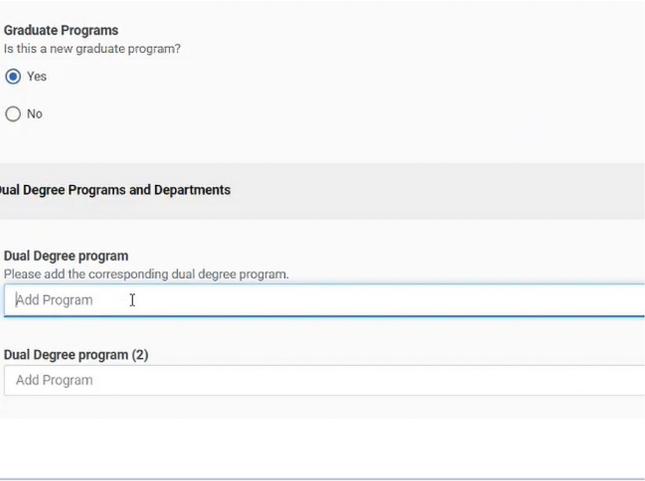
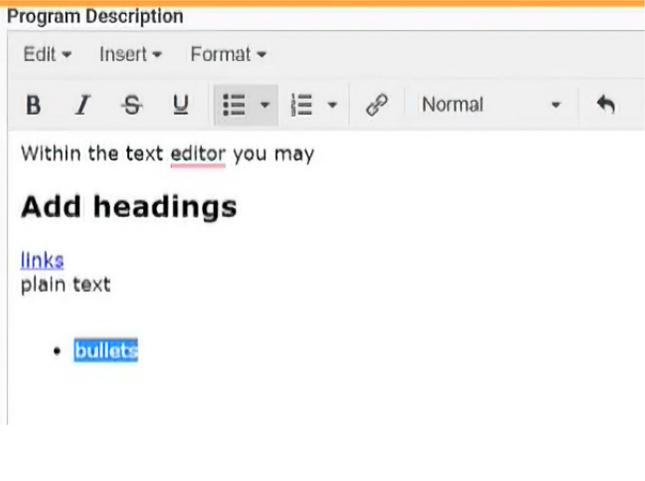
Section 1: Creating or Revising Programs

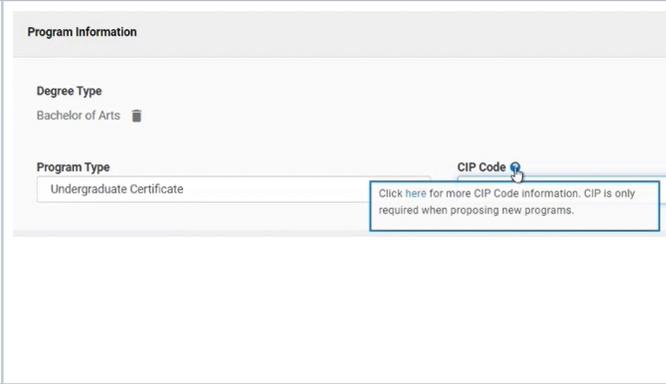
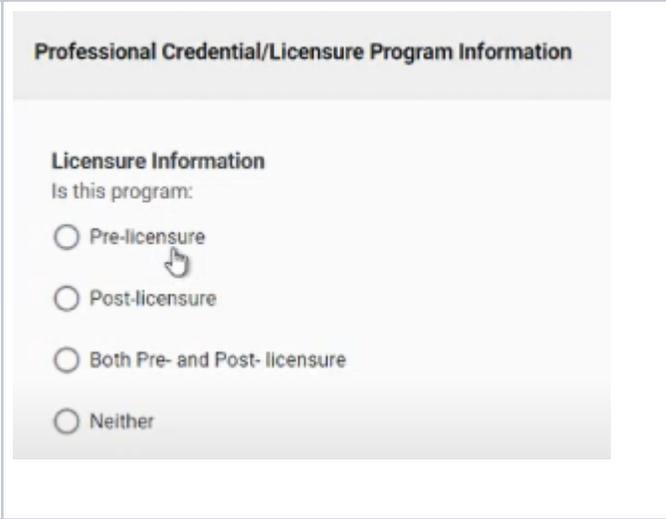
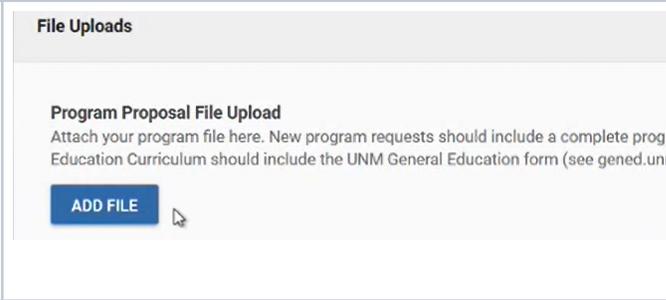
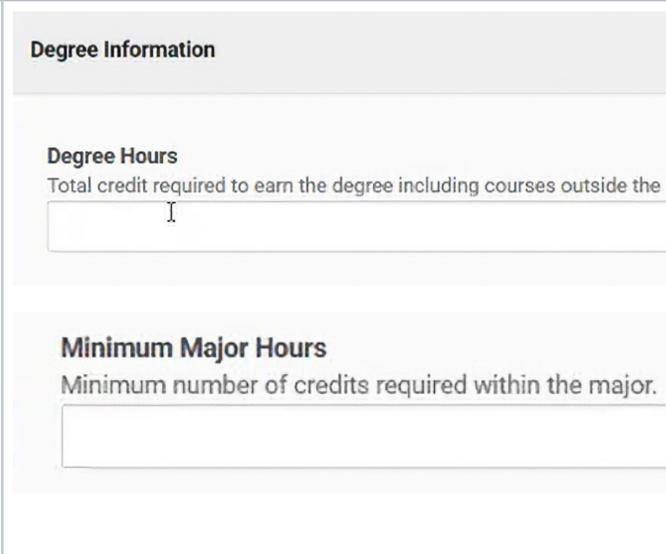
How do I create a new program? How do I revise an existing program?

Creating A New Program

Step	Activity	Screen Capture
1	Login to Kualu at unm.kuali.co with your UNM netID and password.	 <p>The screen capture shows the Kualu login page. At the top, the word "kuali" is written in a large, green, lowercase font. Below it is an illustration of a large screen displaying various charts and graphs, with two small human figures standing next to it. One figure is on a ladder, appearing to interact with the screen. Below the illustration, the text "Welcome to Kualu" is displayed, followed by "Click below to get started" and a blue "Sign In" button.</p>
2	Navigate to My Dashboard on the left-hand side of the screen. Click on Programs .	 <p>The screen capture shows a vertical navigation menu with a dark background and white text. The items in the menu are: "My Dashboard" (with a home icon), "Action List" (with a checkmark icon), "Courses" (with a book icon), "Programs" (with a document icon and a mouse cursor hovering over it), "Concentrations" (with a document icon), "Other Forms" (with a document icon), "Opportunities" (with a lightbulb icon), "Agendas" (with a calendar icon), "Proposals" (with a document icon), and "Reports" (with a circular arrow icon).</p>

3	<p>To create a new program, select the plus (+) icon at the far right corner of the page.</p>	
4	<p>Fill in all subsequent fields with relevant information.</p> <div style="border: 1px solid green; padding: 10px; margin: 10px 0;"> <p> Migrating to Kualiti</p> <p>The program form combines forms C and D. This means you may submit any new program, certificate, or minor (graduate or undergraduate) using the Kualiti program form.</p> </div>	
4a	<p>When selecting a Term and Year for a brand new program, please ensure you have selected a realistic amount of time for your program to reach full approval. New degree approval make take 1 to 1½ years.</p>	
4b	<p>Please provide a brief description of your request in the Program Justification field.</p>	

<p>4c</p>	<p>Fill out the name and description of your program.</p> <p>While some questions may appear similar to others, each question represents a different workflow function and will change how your program is displayed in the catalog.</p> <div style="border: 1px solid green; padding: 5px; margin: 10px 0;"> <p> The information entered here will become part of the catalog. Avoid abbreviations, check for typos, and make sure the information is accurate and aligns with University standards.</p> </div> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p> Resources</p> <ul style="list-style-type: none"> To find the Brand Style Guide, visit UNM Brand Guidelines. To find the Registrar's Title and Abbreviation Standards, visit the Data Entry Standards Appendix document on the Office of the Registrar's website. </div>	
<p>4d</p>	<p>If you are proposing a graduate program, select the Graduate Programs box to ensure it is routed to the appropriate external reviewers.</p> <p>If your program is a Dual Degree, select the box and navigate to the Dual Degree tool below. Begin typing in the name of the associated program name or use a program code.</p> <p>When your program is fully approved, the link between the dual degrees will show up in the catalog.</p>	
<p>4e</p>	<p>Fill out the Program Description exactly as you would like it to appear in the catalog. Formatting options like headings, bold, italics, and hyperlinks can be used where appropriate.</p> <div style="border: 1px solid green; padding: 5px; margin: 10px 0;"> <p> Optional Sections</p> <ul style="list-style-type: none"> Describe any requirements students must complete before admittance to the program in the Admissions Requirements field, or just leave blank. If students have to fulfill particular obligations before graduating, list them in the Graduation Requirements field. Otherwise, leave blank. </div>	

<p>4f</p>	<p>The Program Information section will help your program be displayed in the correct place in the catalog, and ensure your program request is routed to the appropriate program reviewers.</p> <p>Select the Degree Type and Program Type from a prepopulated drop-down menu from a list of already offered degrees.</p> <p>If your Degree Type is missing from this list, contact the Office of the Registrar for assistance.</p> <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> <p>✔ The CIP Code and CIP Title are only required when adding a new program. CIP Codes are listed on the CIP Code database, hyperlinked within the help box.</p> </div>	
<p>4g</p>	<p>This question simplifies licensure presentation in the catalog.</p> <p>Select Pre-licensure (to be completed before a student gets the license); Post-licensure (to be completed after a student has obtained the license); Both (can be completed at any time); or Neither (if the program is not associated with any kind of licensure).</p>	
<p>4h</p>	<p>A Program Proposal File will need to be submitted for all new programs.</p> <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> <p>✔ Use a common file type such as .pdf, .doc, and avoid device-specific file formats (such as a Pages documents).</p> </div>	
<p>4i</p>	<p>In the Degree Hours field, specify the total credit hours required to earn the degree. This includes any courses and requirements outside the major.</p> <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> <p>✔ Undergraduate degrees</p> <p>At UNM, an undergraduate degree should be at least 120 hours, which includes all General Education requirements.</p> </div> <p>If the degree has certain number of hours required within the department, specify the Minimum Major Hours a student must complete.</p> <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> <p>✔ Optional Sections</p> <p>If your degree is associated with a Professional Accrediting Body, outline that information in the section below. Otherwise, you may leave this blank.</p> </div>	

4j

The **Degree Requirements** tool allows you to pull in UNM courses to build the program study. Additional requirements that are not based on completing courses (i.e., Comprehensive exam) should be entered as a free form text rule.



Resources

For further assistance using this tool, please review the **Rule Builder Tutorial**.

Complete ALL of the following All of A, B

A Complete all selected courses

Complete the following:

Courses

WGSS 510 - Feminist Theories and Methodologies (3)

WGSS 512 - Feminist, Queer & Trans* Methods & Methodologies (3)

B Earned minimum number of credits from types of courses described

Completed at least credits from the following types of courses:

9 credit hours of electives approved by the WGSS Graduate Director. The electives may be taken within the WGSS program or another program/Department. Content of the elective course must include at least 50% reading material in feminist, queer, and transgender studies.

Grand Total Credits: 15

4k

Concentrations are to be submitted separately using the **Concentration Form**, but indicate here whether or not concentrations or emphases will be required to complete the degree.

Similarly, indicate whether or not an emphasis is required.

Emphasis titles and requirements are added in the rules section. To enter the name of the emphasis, click into the white text entry box at the top of the rule box. Use the plus sign icon (+) in the rules section to add additional emphases.

Use the rules tool to add course and other requirements.

Code

Concentration Required

Yes
 No
 N/A

Emphases

Emphasis required *

Yes
 No
 N/A

Emphasis Hours

Emphasis Rules

Type Emphasis name here

Complete ALL of the following All of A

A Complete all selected courses

Complete the following:

Courses

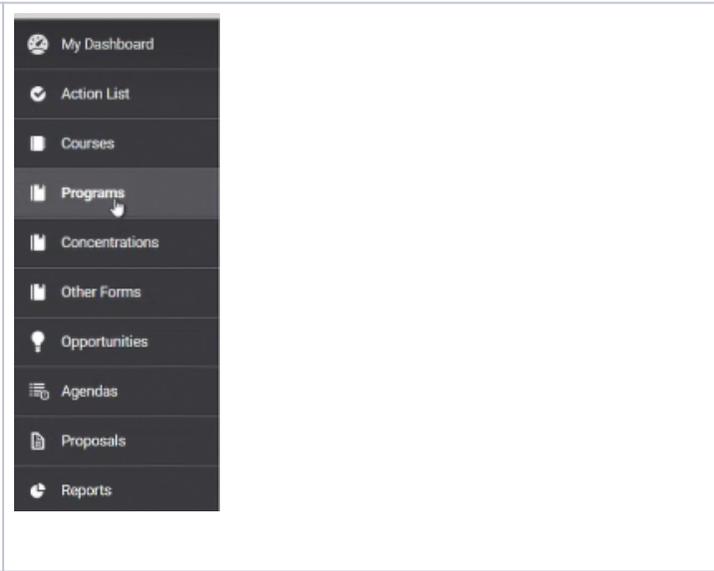
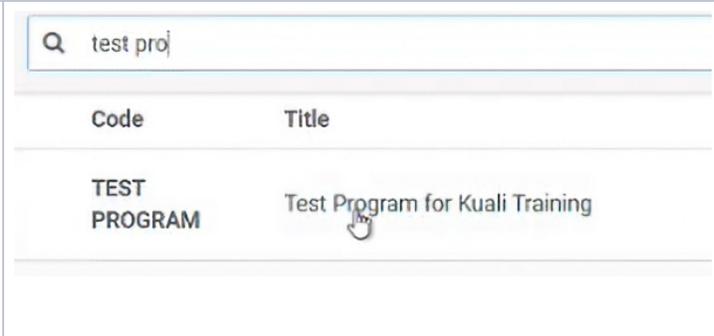
MATH 421 - Modern Algebra II (3) MATH 439 - Topics in Mathematics (1 - 3)

MATH 317 - Elementary Combinatorics (3) MATH 441 - Probability (3)

<p>4L</p>	<p>A Sample Degree Plan must be submitted for new baccalaureate, undergraduate degrees.</p> <p>Outline a sample sequence of courses that a student could follow to complete the degree in 4 years.</p>	<p>Sample Degree Plan</p> <p>Sample degree plans are for baccalaureate degrees only. Skip this section</p> <hr/> <p>Sample Degree Plan Upload</p> <p>Please upload a sample 4-year degree plan.</p> <p>ADD FILE</p>
<p>4m</p>	<p>Program Learning Outcomes will also be listed in the catalog. There is no minimum, so be sure to include as many as is appropriate for your program.</p>	<p>Learning Outcomes</p> <p>Please list the learning outcomes below</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Edit ▾ Insert ▾ Format ▾</p> <p>B <i>I</i> S <u>U</u> ▾ ▾ Normal ▾</p> <p>1) Learning outcome 1 2) Learning outcome 2 3) Learning outcome 3 4) Learning outcome 4 5) Learning outcome 5</p> </div>
<p>5</p>	<p>When you are satisfied with your program proposal, select Leave Edit Mode at the top right corner of the page to view a preview.</p>	<p>← Leave Edit Mode</p>
<p>6</p>	<p>If everything looks good, click Submit For Approval at the top right, or continue editing.</p>	<p>↶ Submit For Approval</p> <hr/> <p> Edit</p> <p> Delete Proposal</p> <p> Sharing</p> <p> Comments 0</p> <p> Duplicate</p>

7	<p>After submitting your proposal, you can click the triangle icon to expand the workflow steps to see all approvers it will be routed to, department chairs, college deans, and others.</p>	<div data-bbox="829 128 1567 506"> <p>Workflow Status In Progress collapse ▾</p> <hr/> <p>Form Submission, Proposer</p> <p>Submitted for Approval Proposer</p> <p><input checked="" type="checkbox"/> Lobo User 8/12/2022 10:35 AM</p> <hr/> <p>Department Chair Approval, English</p> <p>Waiting for Approval Department Chair</p> <p><input type="checkbox"/> kualiamin</p> </div>
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Revise An Existing Program

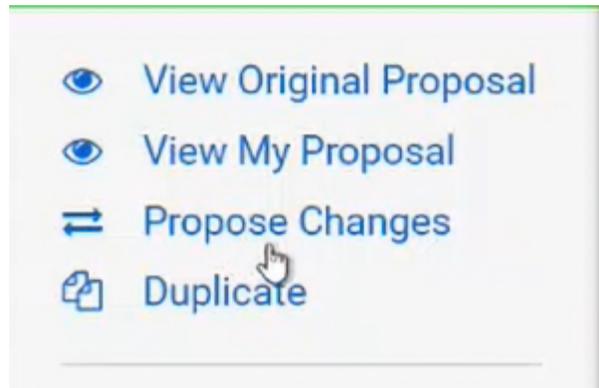
1	<p>Begin on the Programs Homepage by selecting the Programs tab from My Dashboard at the far left.</p>	
2	<p>Search for the program that needs to be revised. Click the program to open its entry.</p>	

3 Select **Propose Changes** from the right-hand side menu.

This will bring up a complete program entry.

 **Revising an existing program**

In Kualii, you'll request changes by making edits to the existing program entry. Only revise the portions of the program record that need to be changed.



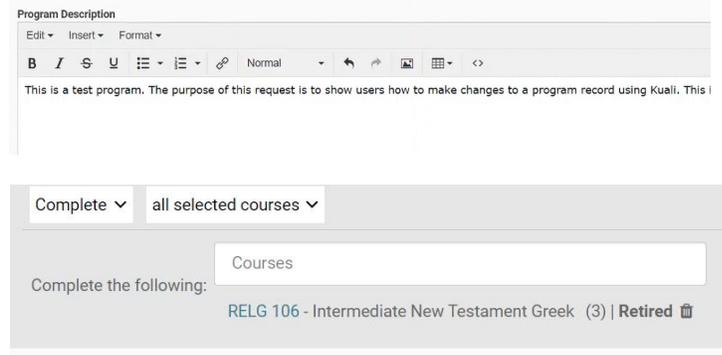
3a Make any necessary changes to the form, such as:

- Updating the **Program Description**
- Replacing outdated courses with new courses in the **Degree Requirements**, and
- Adding new **Emphases** to your program

 **Retired courses**

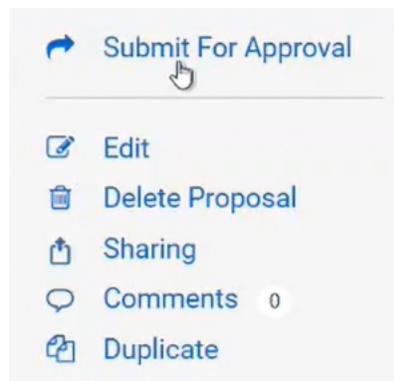
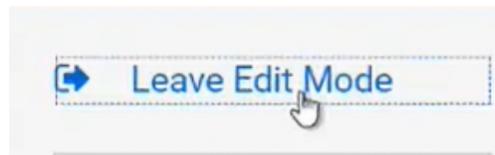
Retired courses are not eligible for scheduling.

If you encounter a **Retired** course when building a program, concentration, or emphasis requirements, do not include it. Click the trash can to remove it from the bucket.



4 When you are satisfied with your revisions, select **Leave Edit Mode** at the top right corner of the page to view a preview.

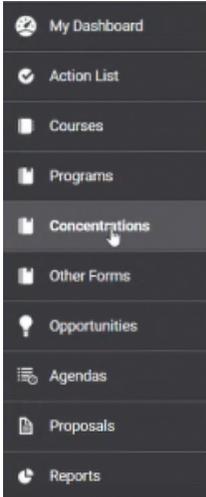
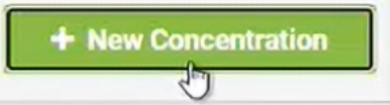
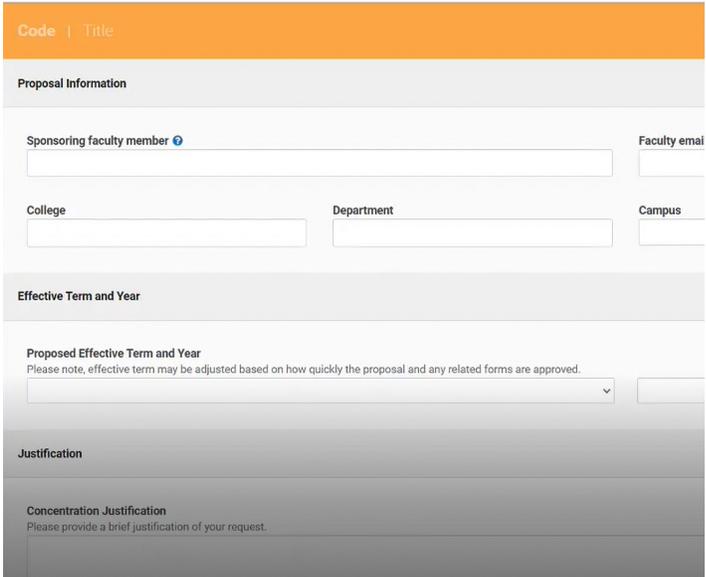
If everything looks good, click **Submit For Approval** at the top right.



Section 2: Creating or Revising Concentrations

How do I create a new concentration? How do I revise an existing concentration?

Adding A New Concentration

<p>1 Concentrations are built in a separate form.</p> <p>Navigate to My Dashboard on the left-hand side of the screen and click on Concentrations.</p>	 <p>A vertical navigation menu with the following items: My Dashboard, Action List, Courses, Programs, Concentrations (highlighted with a mouse cursor), Other Forms, Opportunities, Agendas, Proposals, and Reports.</p>
<p>2 Select New Concentration.</p>	 <p>A green rectangular button with a white plus sign and the text '+ New Concentration'. A mouse cursor is pointing at the button.</p>
<p>3 Fill in all subsequent fields with relevant information.</p>	 <p>A form titled 'Code Title' with several sections: 'Proposal Information' containing fields for 'Sponsoring faculty member' (with a help icon) and 'Faculty email'; 'College', 'Department', and 'Campus' fields; 'Effective Term and Year' containing a 'Proposed Effective Term and Year' dropdown menu and a text input field; and 'Justification' containing a 'Concentration Justification' text area with the instruction 'Please provide a brief justification of your request.'</p>

<p>3a Input Proposal Information. If you are the faculty member sponsoring this change, enter your own information here. If filling out the form on behalf of another person, enter the faculty sponsor's contact information.</p>	<p>Proposal Information</p> <p>Sponsoring faculty member </p> <input type="text"/> <p>College <input type="text"/> Department <input type="text"/></p>				
<p>3b Select a future term from the Effective Term and Year drop-downs.</p>	<p>Effective Term and Year</p> <p>Proposed Effective Term and Year Please note, effective term may be adjusted based on how quickly the proposal an</p> <p>Spring <input type="text"/> 2023 <input type="text"/></p>				
<p>3c Outline the Justification of your request.</p>	<p>Justification</p> <p>Concentration Justification Please provide a brief justification of your request.</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>				
<p>3d To build a link between your concentration and the associated degree, select a degree from the Degree Name box. The rest will auto-populate below.</p> <p>By creating a link between concentrations and programs, students can see the concentration requirements as part of the degree/certificate listing.</p>	<p>Program Information</p> <p>Degree Name MS Mech Engin - Master of Science in Mechanical Engineering</p> <table border="0"> <tr> <td>Degree Type</td> <td>Program Type</td> </tr> <tr> <td>Master of Science</td> <td>Graduate</td> </tr> </table>	Degree Type	Program Type	Master of Science	Graduate
Degree Type	Program Type				
Master of Science	Graduate				

3e Add the **Concentration Information**.

Fill in the concentration title and description fields exactly as you would like the information to appear in the Catalog. Use the Rules tool to add courses and other requirements for the concentration.

Concentration Information

Please only add one concentration per form.

Concentration Title *

Program Level *

Concentration Requirements *

Courses required for concentration:

+ Add Rules

Concentration Description *

This will appear in the course catalog. Please ensure the text provided is :

4 Select **Leave Edit Mode** at the top right corner of the page when you are satisfied with your concentration proposal.

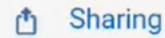
If everything looks good, click **Submit For Approval** at the top right, or continue editing.

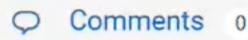
 Leave Edit Mode

 Submit For Approval

 Edit

 Delete Proposal

 Sharing

 Comments 0

 Duplicate

5 When your concentration has been approved, it will appear as a sub-entry within the program.

This example shows what concentrations look like within a program record.



Students can click the concentration name in a program record to view the associated requirements.

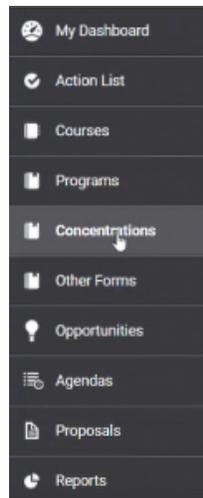
Concentrations

Program Concentrations

Code	Title
CON Spc Sys Engr Mech Engr	Space Systems Engineering
CON Mfg Engr	Manufacturing Engineering
CON Entrep Tech Mgmt Mech Engr	Entrepreneurship and Technology I

Revise An Existing Concentration

1 Navigate to **My Dashboard** on the left-hand side of the screen and click on **Concentrations**.

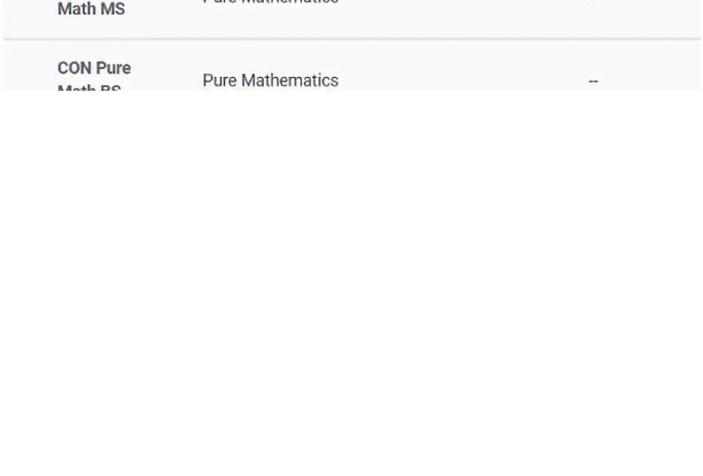


2 Type in the concentration that needs to be revised in the **Search bar**, or use the **College & Department Filters** to aid your search.

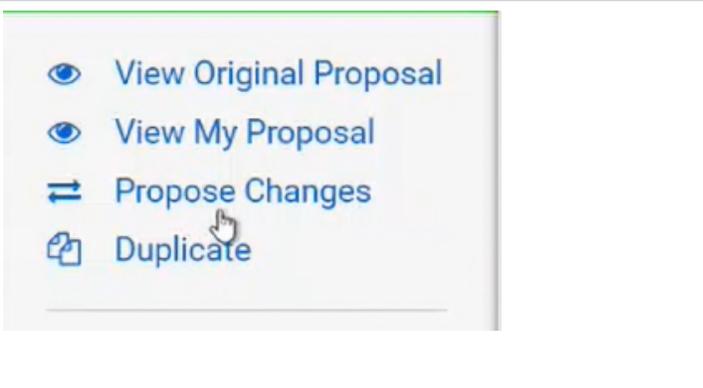
Q math

Code	Title	Description
CON Pure Math PHD	Pure Mathematics	-
CON Appl Math PHD	Applied Mathematics	--
CON Pure Math MS	Pure Mathematics	--
CON Pure Math BS	Pure Mathematics	--

3 Click the concentration name to open the record.



4 Select **Propose Changes** from the right-hand side menu. This will bring up the current concentration record.



 Keep in mind that the **Proposed Effective Term** cannot overlap with the current version of the concentration/program. When making changes, you must select an entry that is at least one term ahead of the existing record.

In this example, the current concentration was active effective Spring 2023, so the revised entry should be active effective Fall 2023 or later.

Effective Term and Year

Proposed Effective Term and Year
Please note, effective term may be adjusted based on how quickly the proposal and any related

Spring

5 When you are satisfied with your concentration proposal, select

Leave Edit Mode at the top right corner of the page to view a preview.

If everything looks good, click **Submit For Approval** at the top right, or continue editing.

The screenshot displays a user interface for managing a concentration proposal. At the top right, there is a button labeled "Leave Edit Mode" with a blue arrow icon. Below it is a "Submit For Approval" button with a blue arrow icon. A dropdown menu is open, showing several options: "Edit" (with a pencil icon), "Delete Proposal" (with a trash can icon), "Sharing" (with a share icon), "Comments" (with a speech bubble icon and a count of 0), and "Duplicate" (with a copy icon). At the bottom of the interface, a green notification banner reads "Proposal Submitted" with a checkmark icon, followed by the text "Workflow processing. [Return to dashboard.](#)"

Resources & Follow Up

- You will receive an email notification when your form (programs, concentrations, new courses, and other proposals) reaches full approval.
- Depending on the type of request, your changes may not be published right away.
 - All curricular changes (course revisions, programs, concentrations, and emphases) will be published in the following year's academic catalog. To honor the catalog requirements that are set out in the students catalog year of entry, we do not make curriculum changes midyear.
- If you have questions regarding when your revisions will be published, contact the Registrar's Office at curric@unm.edu. If you have questions regarding how to use the Programs and Concentrations form, please review the tutorials posted on our website.