

E-mail sent from ADUE event 3/24/17

Subject: Addition of Degree Plans to the 2017-18 Catalog

To all CAS Departmental Lead Undergraduate Advisors and Catalog Editors.

Please forward this message as needed to those best able to accomplish the task described below by April 20th.

In support of the UO Student Success Initiative, CAS lead undergraduate advisors are being asked to work with their departmental catalog editors to complete a new **Degree Plan** section of the UO catalog. The attached Four-Year Degree Plans pdf includes

- a. a memo from Ron Bramhall that provides details of this initiative and the work that has been done to make this task as easy as possible for you,
- b. a sample completed 4-Year Academic Plan Template, used to assist the departmental catalog editor to make updates in CourseLeaf,
- c. a sample completed Degree Plan section of the catalog, and
- d. a list of abbreviations for degree requirement terminology.

All catalog edits need to be completed as soon as possible to allow time for the UO catalog editor's standardizations prior to 2017-18 publication.

A target date of **April 20th** is recommended in order to meet the university deadline in mid-May.

The College provides these additional instructions to assist you.

Lead Departmental Undergraduate Advisors

1. **Connect** with your department's catalog editor as soon as possible to negotiate an internal deadline **for completing this task by April 20th**.
2. **Access** this shared Drop Box <http://goo.gl/BUBJyV> to find the CAS 4-year plans file (*an archive of plans derived from requirements as they are currently listed in the catalog*).
3. **Open** the appropriate divisional folder, i.e., Humanities, Social Sciences, Natural Sciences, within which you should **find a 4-Year Degree Plan document for each BS and/or BA degree your department offers**.
4. **Download** each word doc for review and, **with Track Changes tool turned on**, edit as needed. *The attached blank Academic Plan template doc may be downloaded to provide details for any degree plan that you find has not already been drafted for you.*
5. **Save** each of your 4-Year Degree Plan documents, with Track Changes markup still visible, to your own internal files. (You cannot save them back to the file in the Drop Box.)
6. **Forward these word docs** to your departmental Catalog Editor as soon as possible.

Departmental Catalog Editors

Please connect with your lead undergraduate advisor(s) to determine an internal deadline that will allow you adequate time to complete catalog edits **by April 20th**.

Utilizing their edits to the 4 Year Degree Plan document(s) as guidance, you should be able to revise or complete the new Degree Plan section of the UO Catalog via CourseLeaf.

For further assistance, contact Scott Skelton at sskelton@uoregon.edu