CHECKLIST FOR CREATING A NEW MINOR/CONCENTRATION

Use this checklist if you would like to create a new minor/concentration.

☐ Entered contact name address, email and department in the minor/concentration create form
☐ Discussed with the Curriculum Team and/or entered the correct Effective term.
☐ Entered the data in section III that applied to my program. Made sure that all minor/concentration Credit hours and totals where accurate.
☐ Provided the catalog txt for the program for each section in the existing catalog where it is believed this information should be inserted.
☐ Received all three required signatures.
☐ **Submitted to the Curriculum Team.**
☐ Attend the Faculty Senate Meeting when the minor/concentration is up for review.

Once approved by the FSCC you will receive notice from the Curriculum Team when the minor has been entered in the catalog and People Soft (which includes degree audit),
CHECKLIST FOR CHANGING A MINOR/CONCENTRATION

Use this checklist if you would like to change an existing Minor. Note: Course change, create and delete forms need to be submitted in conjunction with a minor change.

☐ Entered contact name address, email and department in the Program course create form
☐ Discussed with the Curriculum Team and/or entered the correct Effective term for the semester and the catalog year the change should become effective.
☐ Entered the data in section III that applied to my minor/concentration. Made sure that all Minor Credit hours and totals where accurate.
☐ Provided the Old Catalog Text by cutting and pasting from the UNLV electronic catalog for the program. Also provided the New Catalog Text for the Curriculum Team.
☐ Received all three required signatures.
☐ Included any course create, change, and or delete forms if necessary.
☐ **Submitted to the Curriculum Team.**
☐ Attend the Faculty Senate Meeting when the minor change is up for review.

Once approved by the FSCC, you will receive notice from the Curriculum Team when the minor has been changes in the catalog and degree audit systems.
CHECKLIST FOR DELETING A MINOR/CONCENTRATION

Use this checklist if you would like to change an existing Minor. Note: Course change, create and delete forms need to be submitted in conjunction with a minor change.

☐ Entered contact name address, email and department in the Program course create form
☐ Discussed with the Curriculum Team and/or entered the correct Effective term for the semester and the catalog year the change should become effective.
☐ Entered the data in section III that applied to my minor/concentration. Made sure to answer the questions and enter all information in the Course/Student Information box.
☐ Received all three required signatures.
☐ Included any course create, change, and or delete forms if necessary.
☐ Submitted to the Curriculum Team.
☐ Attend the Faculty Senate Meeting when the minor change is up for review.

Once approved by the FSCC, you will receive notice from the Curriculum Team when the minor/concentration has been deleted from in the catalog, people soft, and degree audit systems.