**OFFICE OF THE REGISTRAR**

**FACULTY SENATE CURRICULUM COMMITTEE**

**Catalog Course Authorization**

Minor/Concentration Change

**E-mail** form to **Curriculum@unlv.edu** in the Registrar’s Office.

**Save file** as minor/concentration name followed by minorcr (e.g., XXXXminorcr).

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **I. Routing Information** | | | | | | | | | | | | |
| Contact Name: | | | | | | | | Department and Prefix: | | | | |
| Contact’s e-mail address: | | | | | | | | College: | | | | |
| **II. Effective Date** | | | | | | | | | | | | |
| Semester change should become effective: | | | | | | | | | | | | |
| Catalog year change becomes effective: | | | | | | | | | | | | |
| **III. Minor/Concentration Information** | | | | | | | | | | | | |
| College: | | | | | | Department/School: | | | | | | |
| Minor: | | | | | | Concentration: | | | | | | |
| Justification for minor/concentration change:  Click on the HTML area only.  TRANSCRIPT\_HARDCOPY\_NOP Request w/ hardcopy not Printd  TRANSCRIPT\_HARD\_COPY Request with hard copy hold  TRANSCRIPT\_LIST\_DETAILS Official request details  TRANSCRIPT\_LIST\_NOTPRT Official requests not printed  TRANSCRIPT\_OTH\_COUNTRY Other country; for cleanup  TRANSCRIPT\_SERV\_IND Request with neg serv ind  TRANSCRIPT\_SIGNAT\_REQ Request with Signature Require  TRANSCRIPT\_SPSHIP\_NOPRT Special shipping not printed  TRANSCRIPT\_STUREQ\_HOLD Student requested hold  Open up TWO WINDOWS  Run the first query of the day  UNLVSR\_TRANSCRIPT\_OTH\_COUNTRY- Other country; for cleanup    You will get to the request by clicking on  The transcripts are on HOLD until you fix the country code you need to first pull up the request then keep this address on one screen and open up the request again and retype the address.  Click on “SEND TO”  The Country Code states “OTH” you need to click on  to get the correct country code  The example says FRA type FRA in the Country code to get the correct country. Click on the “Edit Address” Then type in the address again. Click OK ‘make sure the address looks correct. IF it’s not you can click on Edit Address again and make the correction. After everything is good click “SAVE”  Then go to the  and click on ‘Hold’ and click on Immediate Processing | | | | | | | | | | | | |
| **Minor/Concentration Requirements** | | | | | | | | | | | | |
| Minor  Concentration | | | | | | | | | | | | |
| Are you changing how students are admitted to the minor/concentration: Yes  No  If yes, Describe: | | | | | | | | | | | | |
| Are you changing how students meet minor/concentration Core requirements: Yes  No  If yes, Describe: | | | | | | | | | | | | |
| Are you changing how students meet minor/concentration elective requirements: Yes  No  If yes, Describe: | | | | | | | | | | | | |
| **Minor/Concentration Credits**  ***It is the department’s responsibility to make certain all hours and totals are accurate.*** | | | | | | | | | | | | |
| **Minor** | | | | | | | **Concentration** | | | | | |
| *Number of Credits* | *Existing Hours* | | | New Hours | | | *Number of Credits:* | | | *Existing Hours* | | New Hours |
| Minor Required |  | | |  | | | Concentration Required | | |  | |  |
| Minor Elective |  | | |  | | | Concentration Elective | | |  | |  |
| Total Credits |  | | |  | | | Total Credits | | |  | |  |
| **IV. Endorsement/Approvals**  Submit to Registrar’s Office and College Committee **after** obtaining Provost approval. | | | | | | | | | | | | |
| **Department, College and Dean’s Approval** | | | | | | | | | | | | |
|  | | Yes | No | | Name | | | | Date | | Comments | |
| Department | |  |  | |  | | | |  | |  | |
| College Committee | |  |  | |  | | | |  | |  | |
| Dean’s Office | |  |  | |  | | | |  | |  | |
| **UNLV Check Area (Registrar’s Office)** | | | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | Yes | No | |  | | Name | Date | | Comments |
| Registrar - Curriculum | | |  |  | |  | |  |  | |  |
| Degree Audit (TADA) | | |  |  | |  | |  |  | |  |
| **Faculty Senate Curriculum Approval** | | | | | | | | | | | |
| Curriculum Committee Chair | | | Yes | No | | |  | Agenda # | Date | | Comments |
|  | | |  |  | | |  | | |  |  |
| **V. Catalog Description:** | | | | | | | | | | | |
| *(Faculty Senate Curriculum Committee will not discuss program without the new catalog text).* Use the existing electronic catalog as a guide. Please provide current catalog text and the new catalog text*.* Assume this description below will be copied and pasted directly into the catalog. **If the selection is too big for section V., scroll to the bottom of the document and copy and paste the information**  **Old Catalog Text:**    **New Catalog Text:** | | | | | | | | | | | |
| **For use of the Registrar’s Office** | | | | | | | | | | | |
|  | Initials | Date | | | Comments | | | | | | | |
| Acalog: |  |  | | |  | | | | | | | |
| MyUNLV: |  |  | | |  | | | | | | | |
| TADA: |  |  | | |  | | | | | | | |

**Save file** as program name followed by minorcr (e.g., XXXminorcr).

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**Insert SECTION V. information below -**