

Requester's Name: _____

Program Curriculum Approval (PCAS)

NOTE: Creating/Editing Programs and approving programs for College(s), Campus, or the Academic Health Center do not require a PCAS Administrative Staff signature when requesting access.

Select your level of access in PCAS (you can select multiple levels):

Note: Institution is required for all levels of access.

- Serve as Editor to Create and/or Edit programs (*Specify your/College Academic Group(s) & Department Academic Org(s) in the space provided below.*)
- Approve Programs for a/specified College(s) (*Specify your/College Academic Group(s) in the space provided below.*)
- Approve Programs for a specified Campus (*Specify which campus below, Duluth, Morris or Crookston only.*)
- Approve Programs for the Academic Health Center (AHC)

<u>Institution:</u> (<i>Crookston, Duluth, Morris, Twin Cities:</i>)				<u>Approve Programs for Campus:</u> (<i>Crookston, Duluth or Morris only:</i>)		
<u>Create/Edit Programs:</u>						
<u>College Academic Groups:</u> (<i>a 4-character designator for your college, e.g. TCLA for the College of Liberal Arts</i>)						
<u>Department Academic Orgs:</u> (<i>a 3-digit designator and a 5-digit department ID for your department e.g.471 and 10968 for History</i>). <u>Please list them together below:</u>						
3-digit Academic Org						
5-digit Department ID						

<u>Approve Programs for College(s):</u>
<u>College Academic Groups:</u> (<i>a 4-character designator for your college, e.g. TCLA for the College of Liberal Arts</i>)

NOTE: ONLY access to the security roles listed below require the PCAS Administrative Staff Signature. (contact: srhelp@umn.edu to be directed to appropriate staff).

<input type="checkbox"/> Board of Regents (<i>Internal use only</i>)	<input type="checkbox"/> Grad School (<i>Internal use only</i>)
<input type="checkbox"/> Office of the Registrar (OTR) (<i>Internal use only</i>)	<input type="checkbox"/> University Catalogs Editor (<i>Internal use only</i>)
<input type="checkbox"/> EVPP (<i>Internal use only</i>)	<input type="checkbox"/> System Administrator (<i>Internal use only</i>)
<i>PCAS Administrative Staff Printed Name:</i>	<i>Phone:</i>
<i>PCAS Administrative Staff Signature:</i>	<i>Date:</i>