PCAS Steps and Information

- **Step 1**: General Information
  - Stakeholder College – those colleges that need to approve the program
  - RIASEC codes – career topology – used for Grad Planner – contact career services personnel for more information
- **Step 2**: Documentation/Narrative Material
  
  - Must be entered for NEW programs. Text already there for current programs; when updating programs, fill in at least the first text box. Looking for 1-2 sentences.
  - Have provided similar material for years to Regents.
- **Step 3**: Admission Requirements (requirements for admission to a major or program)

  - These are requirements for admission to a program, not the college.
  - Description fields: do not tell in text what will be entered in logic. Make use of the ECAS links/power.
- **Step 4**: Program Requirements

- Description fields: do not tell in text what will be entered in logic. Make use of the ECAS links/power.
- Focus Group explanation
  - High level OR; this group OR this group
  - Same course groups/lists
Step 5: Sub-plan/Concentration Requirements

- Question: IS THE SUB-PLAN REQUIRED?
  - Yes – MUST add a sub-plan
  - No – MAY add a sub-plan
- Honors SHOULD be added
- YES – a sub-plan in PCAS IS the same as a sub-plan in PS
• **Step 6**: Sample Plan (only required for undergraduate baccalaureate programs)

  - Not the ideal, just one way to do it
  - One sample plan for every program already exists
  - Can have up to 10 sample plans
  - Auto generated from info in Steps 4 and 5
  - Linda Ellinger does review to
    - make sure students can complete in four years
    - all LE requirements are included
  - Will show in Grad Planner; consequences to students if not entered accurately
- **Step 7**: Checkpoint Chart

  - Why: student has to complete these courses within a certain time period (A taken before B taken before C) in Grad Planner
  - Visual representation – CANNOT change anything here
  - Ideally and normally, not student by student (done by APAS)
  - Not all courses will appear here
- **Step 8**: Submit
  
  - Go ahead and click on this, once Steps 1-7 are saved – just clicking on the step DOES NOT submit it – you have to click ‘Submit’ on the page itself
  - Though Executive Summary link, can view how the course groups/course lists in the Admission, Program and Sub-plan Requirements appear