

## Program Sequencing Guidelines

Adopted by District Curriculum Committee 4-6-15

1. Any proposed sequence assumes college-readiness. ACRES form has the following comment displaying on the top of the sequence: "Any developmental course requirements should be completed prior to starting the courses listed below as they may be required for enrollment in courses listed in the sequence. "
2. When practical, proposed sequence should reflect full time enrollment.
3. Program Prerequisite courses should be included in the sequence.
4. Based on course requisite sequences, English, Reading and Math requirements should be proposed in terms one and two when practical.
5. Keep in mind course availability when developing the sequence. If there are courses that are only offered one semester a year, indicate so in the Term Notes Area. Ensure that all courses listed in the sequence are offered within the terms outlined. Add a term note when a course is offered only once year. For example, course X is offered only in the summer.
6. In order to complete an Associate's degree in four semesters, sequences for Associate degrees with total credits of 60-65 will require term averages of 15-16 credits.
7. For an Associate in Applied Science degree, when proposing a sequence, a minimum of 6-9 of each semester's credits should be in the occupational content areas; with the remainder dedicated to general education.
8. For shared programs, colleges and program directors should collaborate on the sequence; however, a single shared sequence is not required at this time based on college course offerings and enrollment patterns. Colleges not sharing the sequence are required to submit a sequence for their college.
9. If a program is shared but the sequence is suggested for only one of the sharing colleges, that information should be stated in the comments area of the sequence form in ACRES, not the notes area.
10. Keep the program flowchart up to date with current requisites as it must be reviewed when creating a program sequence to help with the order of the courses. Courses and their prerequisites should not be listed in the same term. Courses and their corequisites should be listed in the same term. For example, ENG101/107 and CRE101 cannot be in the same term since ENG101 is a prerequisite for CRE101.
11. If a course and its prerequisite course are listed in the same term because they are short term, add a term note stating that.

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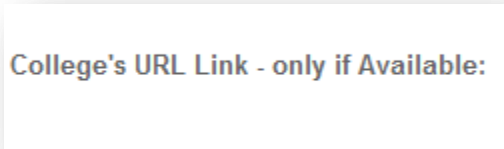
12. Integration of General Education Requirements is dependent on skills required for other courses. For example: If a Required Course has reports, has ENG101 been taken?
13. Any corrections made to the Occupational Program Modification (OPM) proposal during analysis should also be corrected on the sequencing form.
14. Program sequencing is a collaborative process and, therefore, it should include input from academic advising, financial aid, program directors, department chairs, faculty initiators, and other stakeholders at the college before it is submitted to CCTA.
15. The sequencing forms in ACRES have a “Custom View 2” link, which shows how the sequence will display on the CCTA website. To view the final web display of the sequence, click on “More” on the top left corner of the page and then click on “Custom View 2”.



Full View  
Custom View  
Custom View 2

16. Colleges may submit a URL link of the sequence that is being displayed on their website on the ACRES program sequencing form instead of entering the semester by semester sequencing information in the rest of the ACRES form’s fields.

There is a field for the URL link as follows:



College's URL Link - only if Available:

Note: Analysis will be completed on the college URL link sequence submitted, and if any issues are found, the sequence will be sent back to the college for corrections.

### **Example of helpful Term Notes:**

- Deadline for completion of admission process is at least eight weeks prior to the start of Term 3.
- CUL223 course is delivered at Phoenix College and CUL119 is delivered at Estrella Mountain Community College.
- Courses listed in the summer are only offered in the summer.

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Program Sequencing ACRES Form Template:

## Program Sequencing

This version of the program should align with the official program submitted to CCTA

\* Department :

\* Faculty Initiator :

\* MCCC Governing Board Date :  What's this?

\* Major Code :

\* 100-Character Program Title :

\* Total Program Credits :

Shared Sequencing Program : *If shared sequencing of program, indicate only those participating institutions. Otherwise, other sharing institutions will need to submit their versions of the sequence.*

CGC  EMC  GCC  GWC  MCC  PC  PVC  RSC  SCC  SMC

College's URL Link - only if Available :

This version of the program will be used for advising and student planning purposes.

Any developmental course requirements should be completed prior to starting the courses listed below as they may be required for enrollment in courses listed in the term sequence

Program Notes or Special Requirements :

Admission Criteria :

Term 1 :  Term 1 Credits :

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Term 1 Notes :

Term 1 Coursework :

Term 2 :

Term 2 Credits :

Term 2 Notes :

Term 2 Coursework :

Term 3 :

Term 3 Credits :

Term 3 Notes :

Term 3 Coursework :