





Student Forms and Petitions: HASS Concentration Form

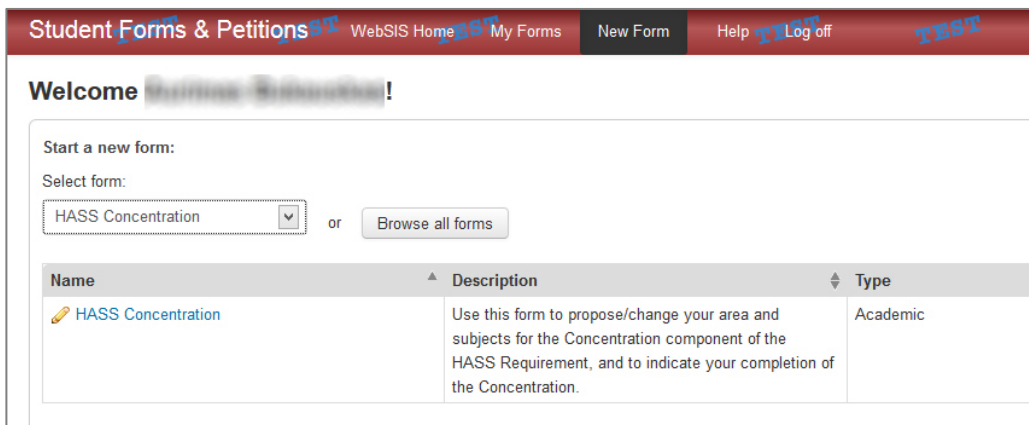
A Quick Guide for Students

Use the online HASS Concentration Form to propose a Humanities, Arts and Social Sciences (HASS) Concentration. All undergraduates must complete a HASS Concentration of 3-4 subjects (depending on the Concentration field). Students must select a HASS Concentration and submit a HASS Concentration proposal by the end of the first week of the second semester in their junior year.


	<p>The Student creates a proposal for his or her HASS Concentration and submits it to the HASS Concentration Advisor. The student should discuss the proposal with his or her HASS Concentration Advisor.</p>
	<p>The HASS Concentration Advisor reviews the student's submitted proposal. The advisor may approve it or return it to the student for revision.</p>
	<p>When the Student completes the subjects included in the proposal, he or she submits the form to the HASS Concentration Advisor for completion approval. The student should discuss the completion of the Concentration with his or her Concentration advisor.</p>
	<p>The HASS Concentration Advisor reviews the student's submitted completion. The advisor may approve it or return it to the student for revision.</p>

CREATE THE HASS CONCENTRATION PROPOSAL

Open Student Forms and Petitions and click "Start a new form." Select "HASS Concentration."



The screenshot shows the 'Student Forms & Petitions' web application. The top navigation bar includes links for 'WebSIS Home', 'My Forms', 'New Form', 'Help', and 'Log off'. The main content area displays a 'Welcome' message and a 'Start a new form:' section. Under 'Select form:', there is a dropdown menu with 'HASS Concentration' selected and a 'Browse all forms' button. Below this is a table listing available forms:

Name	Description	Type
 HASS Concentration	Use this form to propose/change your area and subjects for the Concentration component of the HASS Requirement, and to indicate your completion of the Concentration.	Academic

REVIEW THE HASS CONCENTRATION PROPOSAL

The screenshot shows the 'HASS Concentration Proposal' form. At the top, the user's name is displayed. Below this is a 'Deadlines' section with a warning icon and three bullet points: 'Approved Proposal: End of first week of classes, second semester, junior year.', 'Approved Completion: End of first week of classes, final term (even when taking Concentration subjects that term).', and 'Late fee: Missed Proposal and Completion deadlines incur a \$50.00 late fee.' The next section is 'Select Concentration Field (hide)', which contains a dropdown menu. Below that is the 'Add/Edit Concentration Subjects (hide)' section, featuring a search bar and a table with columns for 'Subject # and Title', 'HASS & CI-H Cate...', 'Term Ta...', 'Grading O...', 'Grade', and 'Remove'. The table currently shows 'No subjects found.' There is also a section for 'Cross-Registered & Transfer Credit Subjects Not Found Above' with an 'Add' button. At the bottom, there is a policy statement, an 'I accept' checkbox, a text area for comments, and three action buttons: 'Save', 'Save & Submit for Approval', and 'Cancel form'.

Your name displays at the top of the form.

The drop down lets you select your concentration field.

In the midsection of the form, you will select the subjects that will comprise your concentration.

Before you submit your form, you must first read and accept the policy statement.

The action buttons let you save, save and submit, or cancel your form.

SELECT A CONCENTRATION

This close-up shows the 'Select Concentration Field (hide)' dropdown menu. The text 'Spanish' is visible in the dropdown list, and the dropdown arrow is pointing down.

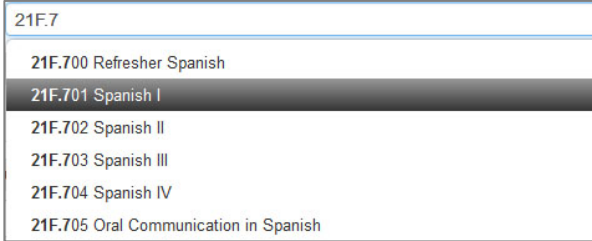
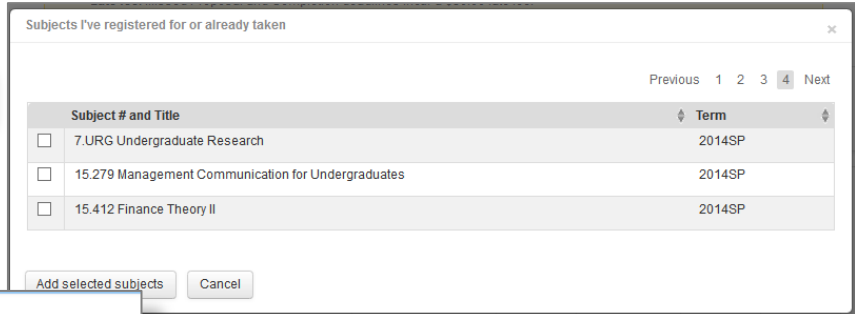
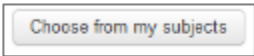
Select a concentration from the drop down list.

Once you choose a concentration, the names of the concentration advisors display.

CHOOSE SUBJECTS

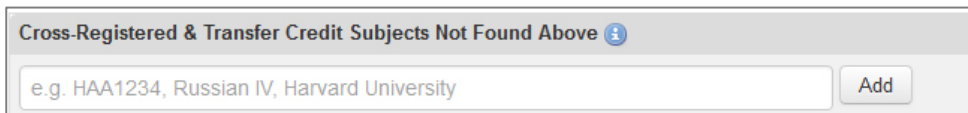
There are three ways to select the subjects for the Concentration:

Click “Choose from my subjects” to display a list of subjects you have already taken. Click the subjects you wish to include, and then click “Add selected subjects.”



Search for a subject by typing its subject number or a word in its subject name. As you type, matching subjects display. Select the chosen subject from the list, and then click “Add.”

To propose a **cross-registered or transfer credit subject** you have not already taken, type it into text box. The recommended format is course number, course name, and institution name. Click “Add” when you are done typing.



As you add subjects, they are listed in the form. Click the red “X” to remove a subject from the proposal. Click the box to the left of a subject to select it if you would like to use it toward the Distribution Component of the HASS Requirement.

	Subject # and Title	HASS & CI-H Categ...	Term Ta...	Grading Opt...	Grade	Remove
<input type="checkbox"/>	21F.701 Spanish I	HASS-H				✗
<input type="checkbox"/>	21F.702 Spanish II	HASS-H				✗
<input type="checkbox"/>	21F.703 Spanish III	HASS-H				✗

Check the box if you would like to count the subject towards the HASS Distribution component. ⓘ

COMPLETE THE FORM

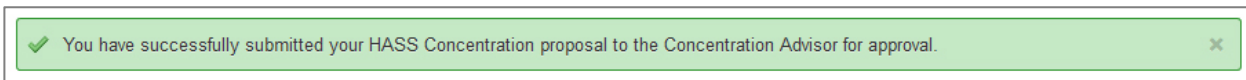
You can **Save** the Concentration form, so you may return to it at a later time.

You can also select “Cancel form.” This will discard your form and return you to the My Forms page.

My planned program, which I have discussed or will discuss with the Concentration Advisor before approval is obtained, includes the above subjects already completed, being taken now, or to be taken later. These subjects will be taken for a letter grade. I understand that any change in this program must be approved by a Concentration Advisor. I understand that a HASS Concentration may include ONE (1) subject that counts toward the HASS Distribution component of the Requirement.

I accept


When you are ready to submit the form to your HASS Concentration Advisor, you must first read and **Accept** the policy statement and then click “Save & Submit for Approval.” A confirmation message will display.



The system will route the form to the HASS Concentration Advisor for his or her review.

STATUS OF YOUR PROPOSAL


At your **My Forms** screen, you will see the form and its status.

Results				
Form Type	Form Name	Status	Action Required	Submitted
Academic	 HASS Concentration	In Progress	Concentration Advisor: Review Proposal	7/28/2014 10:32 AM

Status remains **In Progress** until you successfully complete the subjects in the proposed Concentration and submit the form again for completion approval. **Action Required** identifies the next step that needs to be taken, and by whom.

REVISING A RETURNED PROPOSAL

If the HASS Concentration Advisor returns your proposal to you for revision, the **Action Required** will indicate that you, the student, now needs to revise and resubmit the proposal.


Results					
Form Type	Form Name	Status	Action Required	Submitted	
Academic	 HASS Concentration	In Progress	Student: Revise & Resubmit Proposal	7/28/2014 11:31 AM	

Click on the form name to open it. The proposal displays the HASS Concentration Advisor's comments.

Once you have revised your subjects, click that you have made changes to the proposal, then click "Save & Submit for Approval."

Proposal Returned For Revision by: [\[Advisor Name\]](#) **Current Concentration Advisors:** [\[Advisor Name\]](#)

- You can add and remove subjects in your Concentration and resubmit for approval.
- When you have completed your Concentration check the "Completed" box and submit for approval.
- If you want to change Concentrations you must cancel this form and create a new one.

 Comment from Concentration advisor: Please revise your subject choices x

Check at least one:

I have made changes to my proposed HASS Concentration subjects, and discussed these changes with my Concentration Advisor.


I have completed my HASS Concentration subjects (or will complete them this term).

ONCE THE PROPOSAL HAS BEEN APPROVED


Once the proposal has been approved, you are now expected to fulfill the HASS Concentration subjects specified in your proposal. If you Add or Drop subjects in your approved proposal, you will need to update and resubmit your proposal. You should submit for completion approval when you have taken and passed the subjects proposed for your Concentration or when you are in your final term and are taking a proposed subject.

Business Administration: HASS Concentration Proposal (American Studies)

[Online Subject Listing](#) · [Concentration Guidelines & Descriptions](#) · [Accepted Terms & Conditions](#)

 **Deadlines**

- **Approved Proposal:** End of first week of classes, second semester, junior year.
- **Approved Completion:** End of first week of classes, final term (even when taking)
- **Late fee:** Missed Proposal and Completion deadlines incur a \$50.00 late fee.

Proposal Approved by: [\[Advisor Name\]](#) **Completion Pending** 

SUBMIT CONCENTRATION COMPLETION

Submit your HASS Concentration Form for completion approval once you have completed and have passing letter grades for the subjects proposed for your Concentration, or when you are in your final term and are taking a proposed subject.

Open your HASS Concentration Form.

	Subject # and Title	HASS & CI-H Categ...	Term Ta...	Grading Opt...	Grade	Remove
<input type="checkbox"/>	21F.701 Spanish I	HASS-H	2013FA	Regular	A+	✗
<input type="checkbox"/>	21F.702 Spanish II	HASS-H	2013SP	Regular	A+	✗
<input type="checkbox"/>	21F.703 Spanish III	HASS-H	2013SP	Regular	A+	✗

Check the box if you would like to count the subject towards the HASS Distribution component. ⓘ

Note that each subject will now have Term Taken and Grade information unless you are still taking a subject in which case the grade will be blank.

Check that you have completed the HASS Concentration subjects (or will complete them this term).

Check at least one:

I have made changes to my proposed HASS Concentration subjects, and discussed these changes with my Concentration Advisor.

I have completed my HASS Concentration subjects (or will complete them this term).

Enter any comments for your advisor here.

Save Save & Submit for Approval Cancel form

Click “Save & Submit for Approval.” A confirming message will display.

✔ You have successfully submitted your HASS Concentration completion to the Concentration Advisor for approval. ✕

If the HASS Concentration Advisor returns the completion to you for revision, open it, revise the form per instructions in the comments, or per conversation, and resubmit the completion. Advisor approval will be signified by a Status “Complete” and an Action Required of None.