





## Student Forms and Petitions: HASS Concentration Form

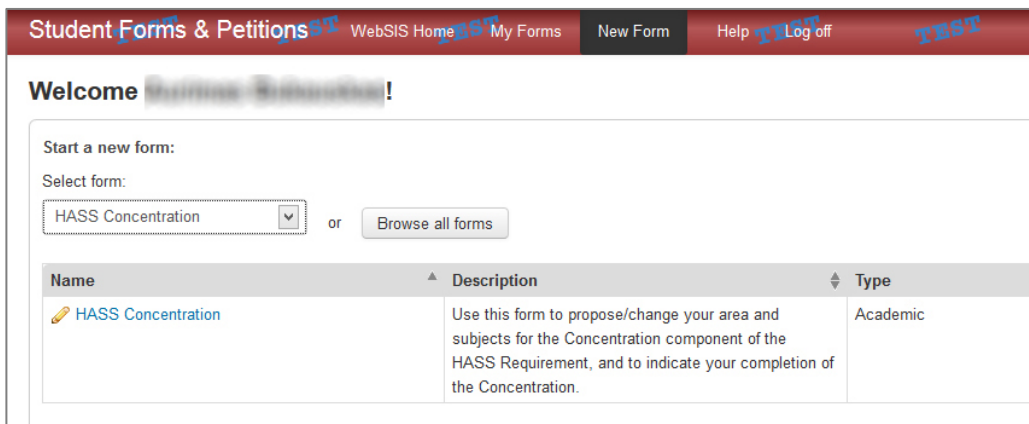
### A Quick Guide for Students

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.


	The <b>Student</b> 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.
	The <b>HASS Concentration Advisor</b> reviews the student's submitted proposal. The advisor may approve it or return it to the student for revision.
	When the <b>Student</b> 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.
	The <b>HASS Concentration Advisor</b> reviews the student's submitted completion. The advisor may approve it or return it to the student for revision.

### 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'. A 'TEST' watermark is visible in the top right corner. The main content area is titled 'Welcome [Name]!' and contains a section 'Start a new form:'. Under this section, there is a 'Select form:' label, a dropdown menu currently showing 'HASS Concentration', and a 'Browse all forms' button. Below the selection area is a table with the following data:

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 yellow background. The main form area includes a 'Select Concentration Field' dropdown menu, an 'Add/Edit Concentration Subjects' section with a search bar and a table of subjects, and a 'Cross-Registered & Transfer Credit Subjects Not Found Above' section. At the bottom, there is a policy statement with an 'I accept' checkbox and a text area for comments. Action buttons 'Save', 'Save & Submit for Approval', and 'Cancel form' are at the very bottom.

Annotations with arrows point to the following elements:

- 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 screenshot shows a close-up of the 'Select Concentration Field' dropdown menu. The dropdown is open, showing 'Spanish' as the selected option. Above the dropdown, the text 'Advisors: Robert M. Taylor, Eric J. Taylor' is visible.

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

Choose from my subjects

you have

already taken. Click the subjects you wish to include, and then click “Add selected subjects.”

Subjects I've registered for or already taken

Previous 1 2 3 4 Next

Subject # and Title	Term
<input type="checkbox"/> 7.URG Undergraduate Research	2014SP
<input type="checkbox"/> 15.279 Management Communication for Undergraduates	2014SP
<input type="checkbox"/> 15.412 Finance Theory II	2014SP

Add selected subjects Cancel

21F.7

21F.700 Refresher Spanish

21F.701 Spanish I

21F.702 Spanish II

21F.703 Spanish III

21F.704 Spanish IV

21F.705 Oral Communication in Spanish

**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.

Cross-Registered & Transfer Credit Subjects Not Found Above

e.g. HAA1234, Russian IV, Harvard University

Add

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				X
<input type="checkbox"/> 21F.702 Spanish II	HASS-H				X
<input type="checkbox"/> 21F.703 Spanish III	HASS-H				X

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

Enter any comments for your advisor here.

Save Save & Submit for Approval Cancel form

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.

✓ You have successfully submitted your HASS Concentration proposal to the Concentration Advisor for approval. ✕

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: [HASS Concentration](#) **Current Concentration Advisors:** [HASS Concentration](#)

- 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

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 Substitution: 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:** [HASS Concentration](#) **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.

SaveSave & Submit for ApprovalCancel 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.