

Chapter 19

Revisions in ACRES

How do I make revisions in my ACRES proposal when it is sent back to me?

The first thing you need to do is logon to ACRES and query the form. For detailed information regarding querying, please see page 117.

View the document and read the comments submitted by the reviewers. Remember you may need to look in two places:

1. In the routing chain area

The screenshot shows a web browser window displaying the ACRES application. The page title is "Selected Topic" and the subject is "Central Arizona College CME 078A1 Demystifying Lab Tests and X-Ray Results Closed". The page includes a navigation menu with links like "Admin Only: Send To ACETS", "View Log", "Update Status", "Add Comment", "Return To List", "Home", "Logout", "Delete Form", "View Comments (0)", "Clone Form", and "Print View". Below the navigation is a table with the following data:

#	Group - Dept	Status	Approved	Date Reviewed	Reviewer	Comments	Admin Only
1	District Chair or Program Manager - CCE- Continuing Education	Completed	Needs Revision	04/10/2009	Shirlene Bradford	Please change Department and suggested prefix to CME, spell out Tuesday in the days and times, capitalize wsad, and capitalize "X" in x-ray (3 times).	Edit Review
2	District Chair or Program Manager - CCE- Continuing Education	Completed	Approved	04/13/2009	Shirlene Bradford		Edit Review
3	CLASS Office (Review) - CCE- Continuing Education	Completed	Approved	04/13/2009	Mary Menzel		Edit Review
4	Dean of Academic Services - CCE- Continuing Education	Completed	Approved	04/13/2009	Gaye Bumsted Perry	SaddleBrooke has no space between words.	Edit Review
5	Banner Information System - CCE- Continuing Education	Completed	Approved	04/16/2009	Linda Day		Edit Review
6	Student Records and Admissions - CCE- Continuing Education	Completed	Approved	04/22/2009	Sandra Todd, Student Serv Rep	CRN 2223	Edit Review Undo Review
7	CLASS Office (Final) - CCE- Continuing Education	Completed	Approved	04/27/2009	Linda Day		Edit Review

2. Or in View Comments:

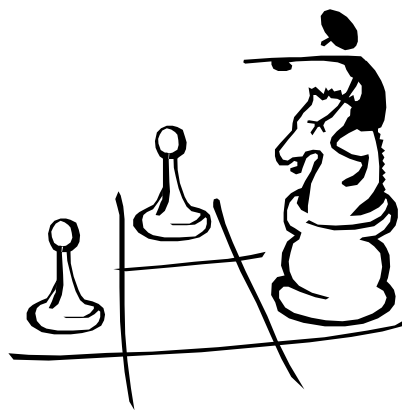
Microsoft Internet Explorer
 Address: https://acc.transfer.org/cgi-bin/webObjects/acces.voa/12/vo/0328156rDRDec7q4UH0W/56.63.29.2

Admin Only: [Send To AJS](#) | [View Log](#) | [Update Status](#) | [Add Comment](#) | [Return To List](#) | [Home](#) | [Logout](#)
[Delete Form](#) | [View Comments \(8\)](#) | [Clone Form](#) | [Print View](#) 20 of 44 | [Previous](#) | [Next](#)

New Certificate Degree
 Central Arizona College
 AA - Justice Studies

#	Group - Dept	Status	Approved	Date Reviewed	Reviewer	Comments	Admin Only
1	District Chair or Program Manager - AJS - Administration of Justice	Completed	Approved	09/03/2008	Lee Fournet		Edit Review
2	CLASS Office (Curriculum Bulletin) - AJS - Administration of Justice	Completed	Approved	09/08/2008	Aileen Portley	Curriculum Bulletin 9-8-08	Edit Review
3	Notice of Curriculum Change - AJS - Administration of Justice	Completed	Approved	09/25/2008	Jennie Lee Voyce	Concerns have been addressed to the satisfaction of all parties. Notification of Curriculum Change complete as of 9-25-08.	Edit Review
4	Curriculum Comm. Agenda (CLASS) - AJS - Administration of Justice	Completed	Needs Revision	10/07/2008	Jennie Lee Voyce	Sent back for revision as per request of proposer.	Edit Review
5	District Chair or Program Manager - AJS - Administration of Justice	Completed	Approved	10/22/2008	Lee Fournet		Edit Review
6	CLASS Office (Curriculum Bulletin) - AJS - Administration of Justice	Completed	Needs Revision	10/23/2008	Jennie Lee Voyce	Needs Curriculum Mentor review and approval.	Edit Review
7	Curriculum Mentor - AJS - Administration of Justice	Completed	Needs Revision	11/20/2008	Jennie Lee Voyce	Sending back for mentor work and approval.	Edit Review Undo Review
8	Curriculum Mentor - AJS - Administration of Justice	Active					Edit Review

start | Inbox - Microsoft Out... | a.c.c.a.s. - Microsoft... | 2008-10 Cam Henche | Communications - Plc... | 19 Reviews in ACR... | 10:31 PM



Once you have determined what revisions need to be made, click on the “Edit” link on the right hand side of the proposal.

Admin Only: [Send To ACETS](#) | [View Log](#) | [Update Status](#) | [Add Comment](#) [Return To List](#) | [Home](#) | [Logout](#)
[Delete Form](#) | [View Comments \(1\)](#) | [Clone Form](#) | [Print View](#) 7 of 44 | [Previous](#) | [Next](#)

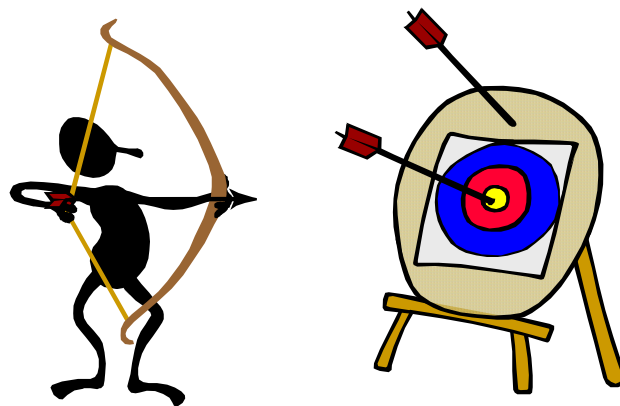
Modified Course Form
Central Arizona College
PEV 110 Rodeo Sports Events I

*	Group - Dept	Status	Approved	Date Reviewed	Reviewer	Comments	Admin Only
1	Curriculum Mentor - PEV - Varsity Sports	Completed	Needs Revision	04/15/2009	Curriculum Mentor		Edit Review Undo Review
2	Curriculum Mentor - PEV - Varsity Sports	Active					Edit Review

[Edit](#)

Originator: Jeff Thies Status: Pending Revisions Department: PEV - Varsity Sports
Date Created: 03/27/2009 Submitted: 03/31/2009 Completed: To ACETS:
Old Course Prefix: PEV
Old Course Number: 110
Old Credit Hours: 2
Old Course Title: Rodeo Sports Events I
Old Catalog Description: Development of skills in one or more of the following rodeo events: steer wrestling, calf roping, team roping, bull riding, bareback riding, saddle bronc riding, barrel racing, goat tying or breakaway roping. May be taken four times for credit. For members of the intercollegiate rodeo team.
Old Pre/Co Requisite: None
Division: Sports / Fitness
Course Prefix: PEV
Course Number: 110
Credit Hours: 2
Course Title: Rodeo Sports Events I
Effective Semester: Fall
Effective Year: 2010
Terms Offered: Fall and Spring

This will open the proposal form up so you can make the appropriate changes.



After correcting typos or modifying the text, be sure to click on “Save Changes.”

The screenshot shows a web browser window with the address bar displaying a URL from the ACRES system. The page title is "Modified Course Form" and the header indicates "Central Arizona College". Below the header, there are two buttons: "Save Changes" and "Submit Form". The main content area is a form with several fields, each with a red asterisk indicating a required field. The fields include: "Old Course Prefix" (text input with value "PEV"), "Old Course Number" (text input with value "110"), "Old Credit/Hours" (text input with value "2"), "Old Course Title" (text input with value "Rodeo Sports Events I"), "Old Catalog Description" (text area with a scroll bar), "Old Pre/Co Requisite" (text input with value "None"), "Division" (dropdown menu with value "Sports / Fitness"), "Department" (dropdown menu with value "PEV - Varsity Sports"), "Course Prefix" (text input with value "PEV"), "Course Number" (text input with value "110"), "Credit Hours" (text input with value "2"), "Course Title" (text input with value "Rodeo Sports Events I"), "Effective Semester" (dropdown menu with value "Fall"), "Effective Year" (text input with value "2010"), "Terms Offered" (dropdown menu with value "Fall and Spring"), and "Teaching Methods" (checkboxes for "Internship", "Lab", "Lecture", "Practicum", "Recitation", and "Studio"). The browser's taskbar at the bottom shows several open applications, including "start", "Internet Explorer", "ACRES - Microsoft Int...", "2009-10 Cur Her...", "Communications - MC...", and "18 Revisions in ACRE...".

However, if you made the changes and are ready for the proposal to start the review process again, click on “Submit Form.” This is a relatively new feature in ACRES. Historically, you had to log on make the appropriate changes and when you clicked “Save,” the proposal automatically started routing again. Now, you have a choice. You may work on the changes as you have time. You may make a few changes, save, and return to your work at another time. However, you must remember to submit the proposal when you’ve made all the necessary changes.

*To reiterate, you may work on the proposal that has been sent back to you for revisions and save it to work on later. When you finish making the changes, you must remember to submit the proposal. **ACRES will NOT automatically submit the proposal for you. You must submit it!***

So, I don't have to clone the form to make the changes?

NO! Please DO NOT CLONE the form and resubmit it.

This will cause more work for everyone and a huge amount of confusion. Everyone will be confused as to which proposal to actually review.

If you “accidentally” cloned the proposal that was sent back, please delete it. To delete it, simply click on “Delete Form” at the top of the page or call the Curriculum Office.

The screenshot shows a web browser window titled "ACRES - Microsoft Internet Explorer". The address bar displays a URL starting with "https://ac...". The main content area is titled "Modified Course Form" and "Central Arizona College". At the top of the form area, there are links for "Delete Form", "Print View", "Home", and "Logout". Below these links are "Save Changes" and "Submit Form" buttons. The form fields are as follows:

- * Old Course Prefix: PEV
- * Old Course Number: 110
- * Old Credit Hours: 2
- Old Course Title: Rodeo Sports Events I
- Old Catalog Description: Development of skills in one or more of the following rodeo events: steer wrestling, calf roping, team roping, bull riding, bareback riding, saddle brose riding, barrel racing, goat tying or breakaway roping. May be taken four
- Old Pre/Co Requisite: None
- * Division: Sports / Fitness
- * Department: PEV - Varsity Sports
- * Course Prefix: PEV
- * Course Number: 110
- * Credit Hours: 2
- * Course Title: Rodeo Sports Events I
- * Effective Semester: Fall
- * Effective Year: 2010
- * Terms Offered: Fall and Spring
- * Teaching Methods: Internship Lab Lecture Practicum Recitation Studio

Of course, once you submit the form in ACRES, it will follow the pre-set routing chain for review and approval.

If you are confused or have questions, please call or email:

Jennie Lee Voyce at 1-520-494-5591 or jennie.voyce@centralaz.edu

Linda Day at 1-520-494-5206 or linda.day@centralaz.edu

Mary Menzel at 1-520-494-5215 or mary.menzel@centralaz.edu

