ACADEMIC REQUIREMENTS COMPLETION SYSTEM (ARCS)

Walk-Through Guides for the Department

June 2023

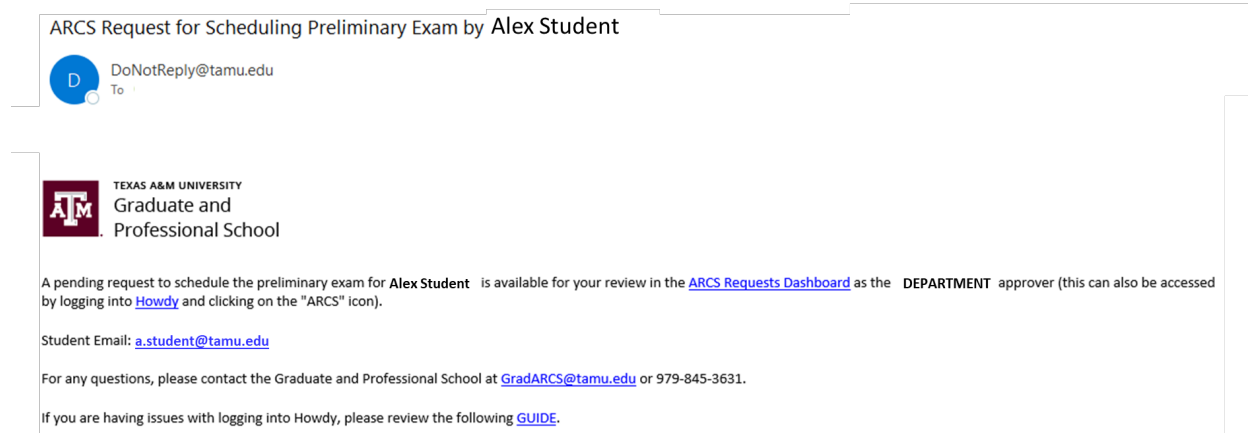# TABLE OF CONTENTS

Page

NOTE: As we continue to improve the system, there might be some slight changes from the screenshots provided and the live version of ARCS.
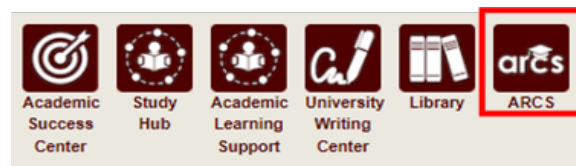
PRELIMINARY EXAM REQUEST

Department Walk-Through

1) You will **ONLY** be asked to approve a student's preliminary exam request if the student has greater than 6 hours of graded degree plan coursework remaining to be completed.

2) After the committee Chair approves the preliminary exam request, you will receive an email of a pending ARCS request. To access ARCS, select the ARCS Requests Dashboard link (see below):
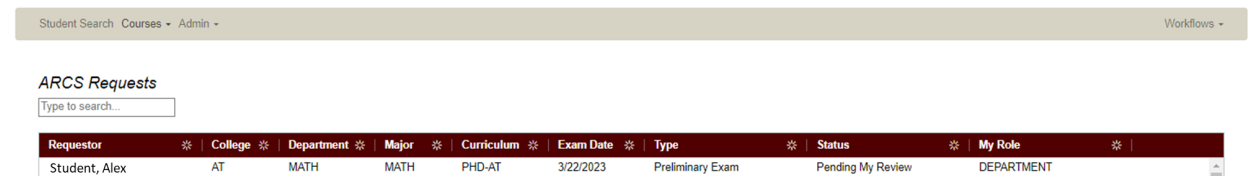
ARCS Request for Scheduling Preliminary Exam by Alex Student

D   DoNotReply@tamu.edu
     To

TEXAS A&M UNIVERSITY
Graduate and
Professional School

A pending request to schedule the preliminary exam for **Alex Student** is available for your review in the ARCS Requests Dashboard as the DEPARTMENT approver (this can also be accessed by logging into Howdy and clicking on the "ARCS" icon).

Student Email: a.student@tamu.edu

For any questions, please contact the Graduate and Professional School at GradARCS@tamu.edu or 979-845-3631.

If you are having issues with logging into Howdy, please review the following GUIDE.

3) If you are unable to access your ARCS dashboard through the ARCS Requests Dashboard link, please log into Howdy.

    a. After logging into Howdy, select the "ARCS" icon at the top of the page (see icon below):

4) Once inside of ARCS, you will see your "ARCS Requests" dashboard (see below):

Student Search Courses ▾ Admin ▾											Workflows ▾

ARCS Requests
Type to search...

Requestor	❋	College ❋	Department ❋	Major ❋	Curriculum ❋	Exam Date ❋	Type	❋	Status	❋	My Role	❋
Student, Alex		AT	MATH	MATH	PHD-AT	3/22/2023	Preliminary Exam		Pending My Review		DEPARTMENT	

    a) In the dashboard, you will be able to see all pending requests, as well as any previously approved requests.
    b) Any requests requiring your review will be labeled "Pending My Review" in the "Status" column.
    c) To open the student's preliminary exam request, click on the request.

NOTE: You can search for specific requests by entering the UIN, student name, etc. into the search box.

5) After selecting the preliminary exam request, you will be taken to a new landing page containing information regarding the student's request (see below):

Preliminary Exam Request

Instructions
- To schedule the peliminary exam, 6 hours or less of graded coursework remaining is required. The student has greater than 6 hours of graded coursework remaining on their degree plan.
- If changes need to be made to the student request, select "Change Request".
- If the request needs to be returned to the student, select "Return Request".
  - NOTE: If the request is returned to the student, a reason is required for the return.
- To approve the request, select "Approve Request" and confirm your selection.

Curriculum

Doctor of Philosophy

Level	Graduate
Program	PHD [AT]
Admitted	Fall 2020 - College Station
	GR - Graduate
Catalog	Fall 2020 - College Station
College	Arts and Sciences
Campus	College Station
Major	Mathematics
Major Dept	Mathematics

Exam Details

Tentative Exam Completion Date:	3/22/2023
Substitute:	Deborah Bell-Pedersen (for Bojan Popov)
Hours of graded coursework remaining:	18

[Change Request] [Approve Request] [Return Request]

Exam Request Approval Comments

Role	Date	Comments
STUDENT	2/28/2023	Ready to take my preliminary exam!
PRECOMMITTEE	2/28/2023	Added a substitute for this student's preliminary exam.
CHAIR	2/28/2023	Not ready to schedule the preliminary exam.
STUDENT	2/28/2023	Testing out prelims after request has been returned.

Exam Request Approval Status

Approver Role	Approval Status	Date
SUBMITTER	Submitted	2/28/2023
PRECOMMITTEE	Approved	2/28/2023
CHAIR	Approved	2/28/2023
DEPARTMENT	Review	

6) In this screen you will be able to:

    a. View the student's degree information in the "Curriculum" section.
    b. View the approval status of the request in the "Exam Request Approval Status" section.
    c. Review any comments for the proposal in the "Exam Request Approval Comments" section.
    d. Change, approve, or return the request.

7) If the student has more than 6 hours of graded degree plan coursework remaining to complete, the Department will also need to approve the request.

    a. The number of hours of graded coursework remaining will be displayed in the "Exam Details" section **ONLY** if the student has more than 6 hours remaining (highlighted below):

Exam Details

Tentative Exam Completion Date:	3/24/2023
Substitute:	Deborah Bell-Pedersen (for Bojan Popov)
Hours of graded coursework remaining:	18

[Change Request] [Approve Request] [Return Request]

8) If a student is **NOT** registered in the semester they plan to take the preliminary exam, you will need to acknowledge that the student will be registered at the time they take their preliminary exam before you can approve the request (see below):

Exam Details

Tentative Exam Completion Date: 3/30/2023

☐ * The student is required to be registered for a minimum of one semester credit hour in the long semester or summer term during which any component of the preliminary examination is held. The student is currently NOT registered in the term they plan to take the preliminary examination. By checking the acknowledgement box, you verify that the student will meet the registration requirement by the time the preliminary exam is held.
Required

Change Request	Approve Request	Return Request

NOTE: The student is required to acknowledge that they need to be registered in the semester they take the preliminary exam before submitting the request. Any subsequent approvers will also be notified that the student is not currently registered in the semester they plan on taking the exam.

9) If you click on "Change Request" or "Return Request", the following landing pages will be displayed (see below):

Change Request

Change Requested

Instructions
- Please make any required changes to the information below.
  - Once changes have been made, select "Change Exam".
- NOTE: All comments will be viewable by the student and approvers.

Tentative Exam Completion Date: 03/30/2023

Graduate Committee Substitution

Only one advisory committee substitution is allowed for the examination. If you would like to specify a substitute, please do so below:

[▼]   is unable to attend, and will be substituted by   [   ]

Comments: [   ]
Characters Remaining: 1000

Change Exam	Back

1) On the "Change Request" landing page, you will have the option to:

   a. Change the "Tentative Exam Completion Date"
   b. Select a substitute for a student's exam
   c. Add any "Comments" for the student and approvers

NOTE: Any comments added will be viewable by the student and any approvers.

2) If a substitute is needed for the student's exam, and once you have identified an eligible substitute faculty member, use the "Graduate Committee Substitution" option (see below):

NOTE: The Committee Chair cannot be substituted. Additionally, if the committee member who is unavailable is the only outside member, they must be substituted with an outside member.

    a. Select which committee member is not able to attend, and then type in the name of the replacement faculty member or select from the drop-down list of eligible faculty members.

    b. If the substitute faculty member does not show up in the list of eligible list of faculty, please contact the Grad School at grad@tamu.edu.

3) Once you have made any necessary updates, click on "Change Exam".

<div align="center">

Return Request

</div>

Return Request

1) On the "Return Request" landing page, you will have the option to return the student's preliminary exam request.

    a. If you wish to return the students exam request, a reason for the return is required (**NOTE:** Any comments added will be viewable by the student and any approvers).

    b. Once you have entered the reason for the return, click on "Return Request" to return the exam request to the student.

Approve Request

1) To approve a student's preliminary exam request, click on the "Approve Request" button.

    a. You will be asked to confirm your request, click on "OK" to finish the approval of the request (see below):

Preliminary Exam Request

Curriculum

Doctor of Philosophy

Level	Graduate
Program	PHD [AT]
Admitted	Fall 2020 - College Station
	GR - Graduate
Catalog	Fall 2020 - College Station
College	Arts and Sciences
Campus	College Station
Major	Mathematics
Major Dept	Mathematics

Confirm Action (i)

Approve request?

OK	Cancel

Instructions
- To schedule the peliminary exam, 6 hours or less of graded coursework remaining is required. The student has greater than 6 hours of graded coursework remaining on their degree plan.
- If changes need to be made to the student request, select "Change Request".
- If the request needs to be returned to the student, select "Return Request".
    - NOTE: If the request is returned to the student, a reason is required for the return.
- To approve the request, select "Approve Request" and confirm your selection.

Exam Details

Tentative Exam Completion Date:	3/22/2023
Substitute:	Deborah Bell-Pedersen (for Bojan Popov)
Hours of graded coursework remaining:	18

Change Request	Approve Request	Return Request

Exam Request Approval Comments

Role ≡	Date ≡	Comments ≡
STUDENT	2/28/2023	Ready to take my preliminary exam!
PRECOMMITTEE	2/28/2023	Added a substitute for this student's preliminary exam.
CHAIR	2/28/2023	Not ready to schedule the preliminary exam.
STUDENT	2/28/2023	Testing out prelims after request has been returned.

Exam Request Approval Status

Approver Role ≡	Approval Status ≡	Date ≡
SUBMITTER	Submitted	2/28/2023
PRECOMMITTEE	Approved	2/28/2023
CHAIR	Approved	2/28/2023
DEPARTMENT	Review	

NOTE: If you have any issues with the dashboards or landing pages, please contact the Grad School at grad@tamu.edu.

PROPOSAL APPROVAL FORM

Department Walk-Through

1) After the entire Committee approves the student's proposal, you will receive an email of a pending ARCS request. To access ARCS, select the ARCS Requests Dashboard link (see below):

2) If you are unable to access your ARCS dashboard through the ARCS Requests Dashboard link, please log into Howdy.

    a. After logging into Howdy, select the "ARCS" icon at the top of the page (see icon below):

3) Once inside of ARCS, you will see your "ARCS Requests" dashboard (see below):

    a) In the dashboard, you will be able to see all pending requests, as well as any previously approved requests.

    b) Any requests requiring your review will be labeled "Pending My Review" in the "Status" column.

    c) To open the student's proposal approval request, click on the request.

NOTE: You can search for specific requests by entering the UIN, student name, etc. into the search box.

4) After selecting the proposal request, you will be taken to a new landing page containing information regarding the student's request (see below):

Degree Plan — **Preliminary Exam** — **Proposal** — **Residency** — **Candidacy** — **Final Exam** — **Dissertation**

Proposal

Instructions

- To view the student's uploaded Research Proposal, click the "preview" icon next to the uploaded file.
  - NOTE: The file should include the Title Page, Table of Contents, and Abstract/Introduction as one PDF document.
- If the request needs to be returned to the student, select "Return Proposal".
  - NOTE: If the request is returned to the student, a reason is required for the return and **all previous approvals will be reset.**
- To approve the request, select "Approve Proposal" and confirm your selection.

Curriculum

Doctor of Philosophy

Level	Graduate
Program	PHD [AT]
Admitted	Fall 2020 - College Station
	IG - Int'l Graduate
Catalog	Fall 2020 - College Station
College	Arts and Sciences
Campus	College Station
Major	Statistics
Major Dept	Statistics

Proposal Details

Tentative Title: The Answer to the Meaning of Life, the Universe, and Everything is 42

Uploaded File: My Awesome Proposal.pdf 👁

[Approve Proposal]   [Return Proposal]

Proposal Approval Comments

Role	Date	Comments
STUDENT	3/15/2023	Proposal is ready for submission.
PRECOMMITTEE	3/15/2023	Proposal is ready for committee review.

Proposal Approval Status

Role	Status	Date
SUBMITTER	Submitted	3/15/2023
PRECOMMITTEE	Approved	3/15/2023
MEMBER	Approved	3/15/2023
MEMBER	Approved	3/15/2023
CO-CHAIR	Approved	3/15/2023
CHAIR	Approved	3/15/2023
DEPARTMENT	Review	
GRAD_SCHOOL	Pending	

5) In this screen you will be able to:

    a. View the student's degree information in the "Curriculum" section.
    b. View the approval status of the request in the "Proposal Approval Status" section.
    c. Review any comments for the proposal in the "Proposal Approval Comments" section.
    d. Approve or return the proposal request.

6) To view the student's uploaded document, click on the "View/Eye" icon next to the file name.

7) If you click on "Return Proposal", the following landing page will be displayed (see below):

Proposal Return

Instructions

- Enter the reason below for returning the Research Proposal request.
- Once the request is returned, the student will have the ability to make any required changes.
- **NOTE: If the request is returned, any previous approvals will be reset, and the Research Proposal will have to be re-approved.**

Comments:*

Characters Remaining: 4000

| Return Proposal | Back |

1) On the "Return Proposal" landing page, you will have the option to return the student's proposal.

    a. If you wish to return the students proposal, a reason for the return is required (**NOTE:** Any comments added will be viewable by the student and any approvers).

    b. Once you have entered the reason for the return, click on "Return Proposal" to return the proposal to the student.

**NOTE: If the request is returned, ALL previous approvals will be reset, and the proposal will need to be re-approved.

2) If a student's proposal is returned, you will receive an email notification:

ARCS Research Proposal Request Returned for Alex Student

DoNotReply@tamu.edu
To

TEXAS A&M UNIVERSITY
Graduate and
Professional School

The research proposal request for **Alexander Student** has been returned by the Committee. Please review the reason for the request return in your ARCS Requests Dashboard (this can also be accessed by logging into Howdy and clicking on the "ARCS" icon).

Student Email: a.student@tamu.edu

For any ARCS related questions, please contact the Graduate and Professional School at GradARCS@tamu.edu or 979-845-3631.

If you are having issues with logging into Howdy, please review the following GUIDE.

3) When the student re-submits their Proposal for review, and the entire Committee approves the request, you will receive an email notification of a pending request:

ARCS Request to Review Research Proposal by Adrian Student

DoNotReply@tamu.edu
To

TEXAS A&M UNIVERSITY
Graduate and
Professional School

A pending request to review the Research Proposal for **Adrian Student** is available for your review in the ARCS Requests Dashboard as the DEPARTMENT approver (this can also be accessed by logging into Howdy and clicking on the "ARCS" icon).

Student Email: a.student@tamu.edu

For any questions, please contact the Graduate and Professional School at GradARCS@tamu.edu or 979-845-3631.

If you are having issues with logging into Howdy, please review the following GUIDE.

Approve Proposal

1) To approve the proposal, click on "Approve Proposal". You will be prompted to confirm your decision.

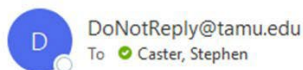   a. To complete the approval, click "OK".

NOTE: If you have any issues with the dashboards or landing pages, please contact the Grad School at grad@tamu.edu.

FINAL EXAM (DEFENSE) REQUEST

Department Walk-Through

1) After a student submits their final exam (defense) request, you will receive an email of a pending ARCS request when it is your turn to approve the request. To access ARCS, select the ARCS Requests Dashboard link (see below):

2) If you are unable to access your ARCS dashboard through the ARCS Requests Dashboard link, please log into Howdy.

   a) After logging into Howdy, select the "ARCS" icon at the top of the page (see icon below):

3) Once inside of ARCS, you will see your "ARCS Requests" dashboard (see below):

a) In the dashboard, you will be able to see all pending requests, as well as any previously approved requests.

b) Any requests requiring your review will be labeled "Pending My Review" in the "Status" column.

c) To open a student's request, click on the request that you want to view.

NOTE: You can search for specific requests by entering the UIN, student name, etc. into the search box.

4) After selecting the request, you will be taken to a new landing page containing information regarding the student's request (see below):

5) On this page you will be able to:

a) View the student's degree information in the "Curriculum" section

b) View the approval status in the "Workflow Status" section

c) Have the option to change, approve, or cancel the Final Exam Request.

6) If "Change Exam" is selected, the following screen should be displayed:

Change Requested

Title:	Testing Everything Standard Test
Do you plan on graduating this semester?	⦿ Yes ○ No
Date:	02/28/2022
Time:	09 : 00 AM
Location:	Testing Town

┌─ Graduate Committee Substitution ──┐
│   │
│ Only one advisory committee substitution is allowed for the final examination. If you would like to specify a substitute, please do so │
│ below: │
│   │
│   is unable to attend,   │
│ [▼]   and will be   [   ] │
│   substituted by   │
│   │
└──┘

Do you want your exam announcement to be public or private?	○ Public ⦿ Private
Additional Comments:	[ ]

[Change Final Exam]   **[Back]**

NOTE: You will only be able to select a substitute for the student's graduate committee.

7) If one of the student's committee members is NOT able to attend the final exam, you will be able to select a substitute for the final exam on this screen.

   a) Once you have identified an eligible substitute faculty member, use the "Graduate Committee Substitution" option (see below):

┌─ Graduate Committee Substitution ──┐
│   │
│ Only one advisory committee substitution is allowed for the final examination. If you would like to specify a substitute, please do so │
│ below: │
│   │
│   is unable to attend,   │
│ [▼]   and will be   [   ] │
│   substituted by   │
│   │
└──┘

Do you want your exam announcement to be public or private?	○ Public ⦿ Private
Additional Comments:	[ ]

[Change Final Exam]   **[Back]**

NOTE: The Committee Chair cannot be substituted. Additionally, if the committee member who is unavailable is the only outside member, they must be substituted with an outside member.

b) Select which committee member is not able to attend, and then type in the name of the replacement faculty member or select from the drop-down list of eligible faculty members.

c) If the substitute faculty member does not show up in the list of eligible faculty, please contact the Grad School at grad@tamu.edu.

8) Once the required changes have been made, click the "Change Final Exam" button.

NOTE: After the student's final exam request has been approved by the Grad School, please contact the Grad School at grad@tamu.edu to make any changes.

9) If "Cancel Exam" is selected, the following screen should be displayed:

10) To cancel the exam, enter a reason for the cancellation in the "Reason for Request" box.

11) Next select "Cancel Final Exam". You will then be prompted to confirm your cancellation of the final exam. If you wish to continue, click "OK".

NOTE: Any previous approvals will be reset, and the student will need to log back into their My ARCS account to resubmit the final exam request.

12) To approve the request, verify that the information the student entered is correct under "Exam Details" and select "Approve Request".

a) You will be prompted to confirm your approval. Select "OK" to confirm the request.

13) After the student's final exam request has been approved by the Grad School, please contact the Grad School at grad@tamu.edu to make any changes.

14) If you have any issues with the dashboards or landing pages, please contact the Grad School at [grad@tamu.edu.](mailto:grad@tamu.edu)

THESIS/DISSERTATION/RECORD OF STUDY APPROVAL FORM

Department Walk-Through

1) After a student submits their Thesis/Dissertation/Record of Study approval request, you will receive an email of a pending ARCS request after the Committee has approved the Thesis/Dissertation/Record of Study. To access ARCS, select the ARCS Requests Dashboard link (see below):

2)

3) If you are unable to access your ARCS dashboard through the ARCS Requests Dashboard link, please log into Howdy.

   a) After logging into Howdy, select the "ARCS" icon at the top of the page (see icon below):

4) Once inside of ARCS, you will see your "ARCS Requests" dashboard (see below):

UIN	Requestor	Coll...	Department	Major	Curricu...	Exam D...	Type	Status	My Role
123456789	Student, Arthur	SC	PHYS	PHYS	PHD-SC		Dissertation Approval	Pending My Review	DEPARTMENT
987654321	Student, Adrian	SC	PHYS	PHYS	PHD-SC		Dissertation Approved	Approved	DEPARTMENT
123456789	Student, Arthur	SC	PHYS	PHYS	PHD-SC	1/10/2022	Final Exam Results	Pass	DEPARTMENT
987654321	Student, Adrian	SC	PHYS	PHYS	PHD-SC	12/16/2021	Final Exam Results	Pass	DEPARTMENT

a) In the dashboard, you will be able to see all pending requests, as well as any previously approved requests.
b) Any requests requiring your review will be labeled "Pending My Review" in the "Status" column.
c) To open the student's Thesis/Dissertation/Record of Study approval request, click on the request.

NOTE: You can search for specific requests by entering the UIN, student name, etc. into the search box.

5) After selecting the request, you will be taken to a new landing page containing information regarding the student's request (see below):

Dissertation

AAUDE and SED Surveys
View Details ›

Copyright Approval Status
View Details ›

Dissertation Approval Form
View Details ›

Click to Begin Approval

Manuscript Approval Status

Approver Role	Approval Status	Date
SUBMITTER	Submitted	3/9/2022
DEPARTMENT	Review	3/9/2022
GRAD_SCHOOL_TDS	Pending	3/9/2022

a) To approve the Thesis/Dissertation/Record of Study, click on the "Click to Begin Approval" button shown below.

b) You can also view the details of the student request by selecting "View Details". The following screen should appear:

Dissertation Approval Form

View Details ✔

Title: Testing Everything Standard Test

Graduation Term: Spring 2022

☑ I hereby acknowledge that I have uploaded my Thesis/Dissertation/Record of Study to Vireo

Click to Begin Approval

6) After selecting "Click to Begin Approval", you will be prompted to acknowledge your approval of the document (see below):

Manuscript Grading

Manuscript Approval

☐ *I confirm that the content of the document can be submitted to Thesis and Dissertation Services for processing and acceptance.

Approve   Back

Manuscript Approval Status

Approver Role	Approval Status	Date
SUBMITTER	Submitted	1/13/2022
DEPARTMENT	Review	1/13/2022
GRAD_SCHOOL_TDS	Pending	1/13/2022

a) After clicking on the acknowledgement boxes, click the "Approve" button to finalize your approval of the Thesis/Dissertation/Record of Study.

NOTE: The Thesis/Dissertation/Record of Study will still need to be approved by Thesis and Dissertation Services before the document is fully approved.

NOTE: If you are unable to see any of the screens or the manuscript landing page does not appear, please contact the Grad School at grad@tamu.edu.