New General Education (GE) Proposals: Procedure for Scheduling Freshman Seminars and Entering Designation into the Student Information System (SIS)

Once you have received the General Education (GE) memo confirming your course has been accepted by the GE Committee, please follow the steps detailed below to schedule your freshman seminar course, or to enter the course, with the new GE designation, into the Student Information System (SIS):

1. If your course proposal has been accepted as a FRESHMAN SEMINAR course, GESM-110 (Seminar in the Arts), GESM-120 (Seminar in Humanistic Inquiry), GESM-130 (Seminar in Social Analysis), GESM-140 (Seminar in the Life Sciences), GESM-150L (Seminar in the Physical Sciences), OR GESM-160 (Seminar in Quantitative Reasoning), please contact Marsha Chavaria-Winbush (chavarri@usc.edu) to schedule the course.

2. If an EXISTING course has been accepted to have a new GE designation, the GE committee will notify the Curriculum Coordination Office (CCO). Members of CCO will revise the course via the Curriculum Management System (CMS), adding the new GE designation for 20153. (Note: Courses will not be revised in any other way, except the addition of the new GE.)

3. If your NEW course proposal has been accepted for a new GE designation, and you have received the GE Memo of acceptance, please submit a CREATE COURSE proposal via CMS, following these instructions:
   b. In the reason for request, state: Adding new Global Perspectives designation to the course (GE-G: Citizenship in a Global Era, GE-H: Traditions and Historical Foundations)
   c. Attach the approved SYLLABUS to CMS
   d. Attach the GE MEMO to CMS
   e. Route the proposal forward to the Curriculum Coordination Office (CCO)

4. Undergraduate Programs
   Please review all of your undergraduate programs. If the program references the old GE requirements specifically, you will need to submit a program revision with a PROGRAM REVISE proposal via CMS before April 16. Please modify the language and units appropriately to the new GE requirements.

   If you have any questions or would like feedback on your particular program, please contact your subject-area reviewer in CCO: Doug Burleson (Burleson@usc.edu) or Kristine Moe (kristine.moe@usc.edu).

Any questions regarding the details of the new General Education program should be addressed to Richard Fliegel (fliegel@dornsife.usc.edu).