Scheduling General Education Seminars and Adding GE Designations to Catalogue Courses

Once you have received the GE memo confirming your course has been accepted by the GE Committee, follow the procedures below to schedule your General Education Seminar or to enter or update courses in the Student Information System (SIS):

1. If a course has been accepted as a *General Education Seminar*, GESM 110/111 (Seminar in the Arts), GESM 120/121 (Seminar in Humanistic Inquiry), GESM 130/131 (Seminar in Social Analysis), GESM 140/141 (Seminar in the Life Sciences), GESM 150/151 (Seminar in the Physical Sciences), or GESM 160/161 (Seminar in Quantitative Reasoning), please contact Marsha Chavaria-Winbush (chavarri@usc.edu) to schedule the course.

2. If an *existing course* has been accepted for a new GE designation, the GE committee will notify the Curriculum Coordination Office (CCO). The CCO team will revise the course via the curriculum management system, Curriculog, adding the 2015 GE designation for the approved effective term. (Note: Unless clearly and deliberately specified, courses will not be revised in any way other than adding the 2015 GE designation.)

3. If your *new course* has been accepted for a GE designation, and you have received the GE memo of acceptance, please submit a Course: New proposal in Curriculog following these instructions:

   a. Mark the proposal for administrative review
   b. In the reason for request, indicate that you're adding a new course with a Core Literacy designation (GE-A: The Arts, GE-B: Humanistic Inquiry, GE-C: Social Analysis, GE-D: Life Sciences, GE-E: Physical Sciences, OR GE-F: Quantitative Reasoning) **and/or**
   c. In the reason for request, indicate that you're adding new course with a Global Perspectives designation (GE-G: Equity in a Diverse World, GE-H: Traditions and Historical Foundations)
   d. Attach the approved syllabus to the Curriculog proposal
   e. Attach the GE Memo to the Curriculog proposal
   f. Fill out all required fields then launch and approve the proposal forward; fields that don't affect the catalogue can be marked N/A

4. Undergraduate Programs
   Please review all of your undergraduate programs. If the program still references the former GE requirements, you will need to submit a Program: Revise proposal in Curriculog before the next cut-off date for revisions. In the revision, please modify relevant language and units as needed to appropriately reflect the 2015 GE requirements. See the curriculum Submission Timeline for cut-off dates.

If you have any questions or would like feedback on your particular program, please contact your subject-area reviewer in the CCO or John DeMartini (jdemarti@usc.edu).

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