

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

Once you have received the GE memo confirming your course has been accepted by the GE Committee, please follow the steps detailed below to schedule your General Education Seminar, 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 General Education Seminar, 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, Curriculog, adding the new 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 new GE designation.)
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 Course: New proposal in Curriculog following these instructions:
 - a. In the reason for request, state: Adding new course with GE 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,
 - b. In the reason for request, state: Adding new course with Global Perspectives designation (GE-G: Citizenship in a Diverse World, GE-H: Traditions and Historical Foundations)
 - c. Attach the approved SYLLABUS to the Curriculog proposal
 - d. Attach the GE MEMO to the Curriculog proposal
 - e. Route the proposal forward

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 in Curriculog before the cut-off date for all Revisions. Please modify the language and units appropriately to reflect the new GE requirements.

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).