GE Course Change Form



This Article...

1. Start a GE Course Change Form

View instructions on starting a proposal

2. Import course data from current University Catalog

How do I import

View instructions on How to import

Cross-listing

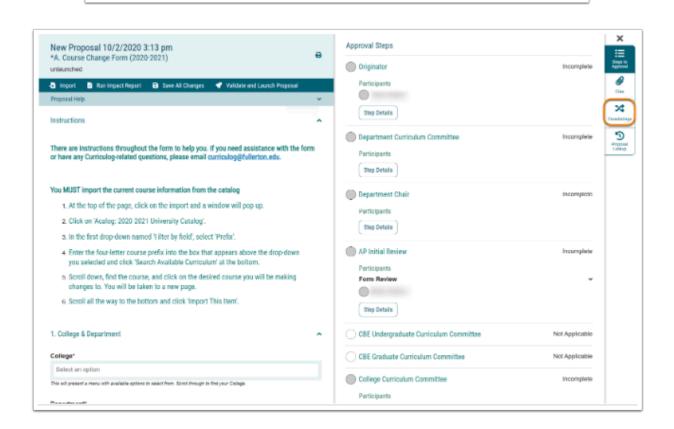
If the course that is being proposed has a cross-listing with another Department, click on the cross-listing icon.

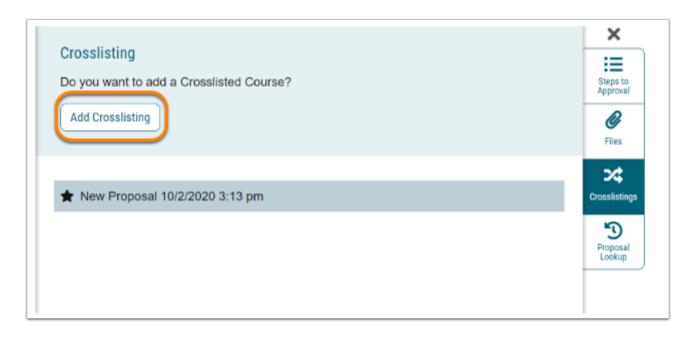


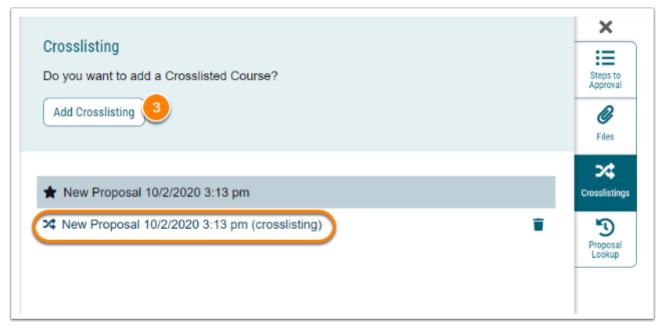
If this course is currently cross-listed or will be, you must add the cross-listing before launching the proposal.

Instructions - Adding a cross-listing

- Go to the top of the right pane and select the crosslisting icon **
- 2. Click on 'Add Crosslising'
- 3. Once added, click on the added crosslisting that has the icon and review the information. This looks the same. However, you need to enter College, Department, and Prefix for the crosslisting.
- 4. Once you click 'Save Changes', you can look at the crosslisings and see that they will have different prefixes now.
- 5. Repeat as needed for each additional cross-listing.

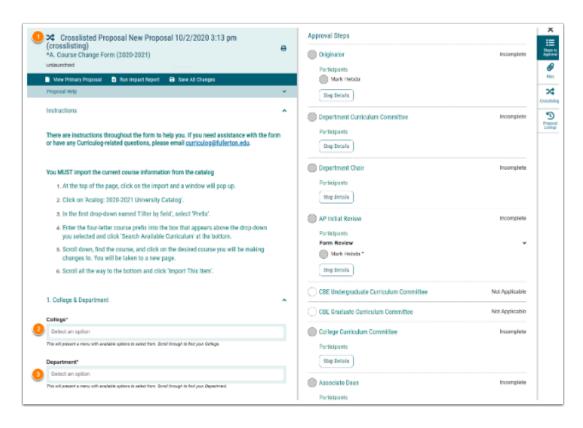


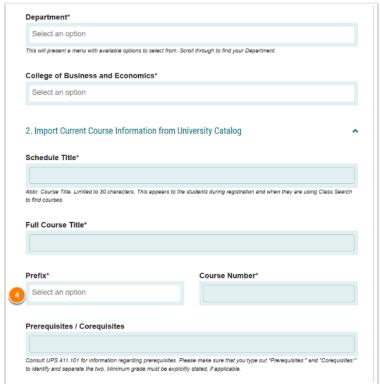




When you click on step 3 from above, a duplicate proposal will appear with the texts filled in. To check that you are in the cross-listed course below (1) shows the icon of the cross-listing and you are currently in the cross-listed proposal. (2) Select/type the College of the cross-listed course. (3) Select/type the Department of the cross-listed course. (4) Select/type the Prefix of the cross-listed course.







Once you have completed both forms (the original and cross-listed) you will need to validate and launch the form including making a decision for both forms. If there are any missing fields an error will display. Click show me to view the missing fields.

Important Items

- Please remember to select two Learning Goals for the GE Course. In addition to the objectives, it is recommended to have the GE course listed as "Letter Grade Only:
- If the GE Course you are wanting to propose for GE was recently approved as a New Course, Please reach out to curriculog@fullerton.edu for assistance.
- Please remember to upload a current Syllabus
- Please remember to approve as the Originator after validating and launch
 *If the proposals are cross-listed, please remember to approve as the
 Originator on the cross-listed proposal after validating and launch