

# 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

1. Go to the top of the right pane and select the crosslisting icon 
2. Click on 'Add Crosslisting'
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 cross-listings and see that they will have different prefixes now.
5. Repeat as needed for each additional cross-listing.

New Proposal 10/2/2020 3:13 pm  
\*A. Course Change Form (2020-2021)  
unlaunched

Import
 Run Impact Report
 Save All Changes
 Validate and Launch Proposal

Proposal Help

Instructions

There are instructions throughout the form to help you. If you need assistance with the form or have any Curriculog-related questions, please email [curriculog@fullerton.edu](mailto:curriculog@fullerton.edu).

**You MUST import the current course information from the catalog**

1. At the top of the page, click on the import and a window will pop up.
2. Click on 'Catalog: 2020-2021 University Catalog'.
3. In the first drop-down named 'Filter by field', select 'Prefix'.
4. Enter the four-letter course prefix into the box that appears above the drop-down you selected and click 'Search Available Curriculum' at the bottom.
5. Scroll down, find the course, and click on the desired course you will be making changes to. You will be taken to a new page.
6. Scroll all the way to the bottom and click 'Import This Item'.

**1. College & Department**

**College\***

Select an option

This will present a menu with available options to select from. Scroll through to find your College.

**Approval Steps**

<input type="radio"/> Originator Participants  <a href="#">Step Details</a>	Incomplete
<input type="radio"/> Department Curriculum Committee Participants  <a href="#">Step Details</a>	Incomplete
<input type="radio"/> Department Chair Participants  <a href="#">Step Details</a>	Incomplete
<input type="radio"/> AP Initial Review Participants <b>Form Review</b>  <a href="#">Step Details</a>	Incomplete
<input type="radio"/> CBE Undergraduate Curriculum Committee	Not Applicable
<input type="radio"/> CBE Graduate Curriculum Committee	Not Applicable
<input checked="" type="radio"/> College Curriculum Committee Participants 	Incomplete

Steps to Approval  
 Crosslisting  
 Approval Linking

### Crosslisting

Do you want to add a Crosslisted Course?

Add Crosslisting

✕

☰  
Steps to Approval

📎  
Files

🔗  
Crosslistings

🔄  
Proposal Lookup

★ New Proposal 10/2/2020 3:13 pm

### Crosslisting

Do you want to add a Crosslisted Course?

Add Crosslisting 3

✕

☰  
Steps to Approval

📎  
Files

🔗  
Crosslistings

🔄  
Proposal Lookup

★ New Proposal 10/2/2020 3:13 pm

🔗 New Proposal 10/2/2020 3:13 pm (crosslisting)

🗑

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.

1
Crosslisted Proposal New Proposal 10/2/2020 3:13 pm  
(crosslisting)  
\*A. Course Change Form (2020-2021)  
unlaunched

View Primary Proposal
Run Impact Report
Save All Changes

Proposal Help

Instructions

There are instructions throughout the form to help you. If you need assistance with the form or have any Curriculog-related questions, please email [curriculog@fullerton.edu](mailto:curriculog@fullerton.edu).

You **MUST** import the current course information from the catalog

- At the top of the page, click on the import and a window will pop up.
- Click on 'Acadlog: 2020-2021 University Catalog'.
- In the first drop-down named 'Filter by field', select 'Prefix'.
- Enter the four-letter course prefix into the box that appears above the drop-down you selected and click 'Search Available Curriculum' at the bottom.
- Scroll down, find the course, and click on the desired course you will be making changes to. You will be taken to a new page.
- Scroll all the way to the bottom and click 'Import This Item'.

1. College & Department

**College\***

Select an option

This will present a menu with available options to select from. Scroll through to find your College.

**Department\***

Select an option

This will present a menu with available options to select from. Scroll through to find your Department.

Approval Steps

Originator
Incomplete
Participants
Mark Hebda
Stop Details

Department Curriculum Committee
Incomplete
Participants
Stop Details

Department Chair
Incomplete
Participants
Stop Details

AP Initial Review
Incomplete
Participants
Form Review
Mark Hebda \*
Stop Details

CBE Undergraduate Curriculum Committee
Not Applicable

CBE Graduate Curriculum Committee
Not Applicable

College Curriculum Committee
Incomplete
Participants
Stop Details

Associate Dean
Incomplete
Participants

Step to Address
Run
Crosslisting
Proposal Lookup

**Department\***

Select an option

This will present a menu with available options to select from. Scroll through to find your Department.

**College of Business and Economics\***

Select an option

2. Import Current Course Information from University Catalog

**Schedule Title\***

Abbr. Course Title. Limited to 30 characters. This appears to the students during registration and when they are using Class Search to find courses.

**Full Course Title\***

**Prefix\***
**Course Number\***


4
Select an option


**Prerequisites / Corequisites**


Consult UPS 411.101 for information regarding prerequisites. Please make sure that you type out "Prerequisites:" and "Corequisites:" to identify and separate the two. Minimum grade must be explicitly stated, if applicable.


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](mailto: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