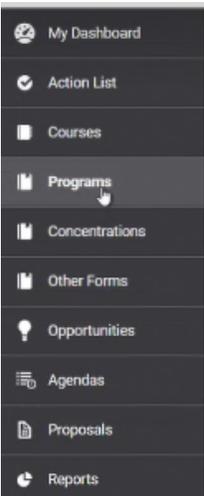


# Training Materials - Kualii - Documentation: Making Changes to Gen Ed Programs

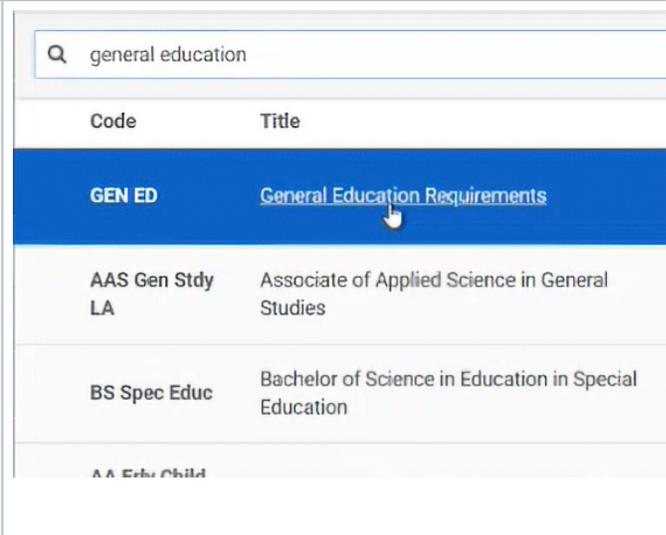
- Section: Making Changes to General Education Programs
  - Revising Gen Ed Programs
- Resources & Follow Up

## Section: Making Changes to General Education Programs

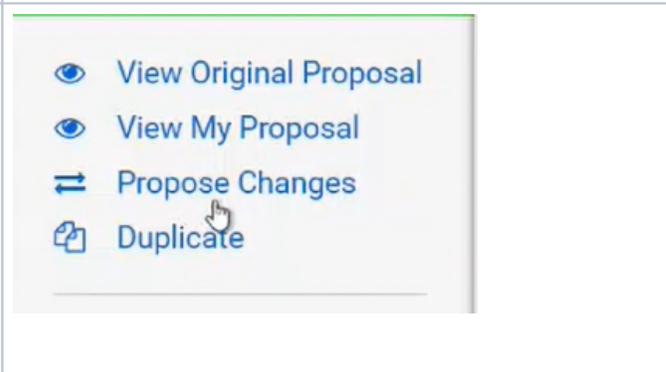
### Revising Gen Ed Programs

Step	Activity	Screen Capture
1	Login to Kualii at <a href="http://unm.kualii.co">unm.kualii.co</a> with your UNM net ID and password.	 The image shows the Kualii login page. At the top, the word "kualii" is written in a large, green, lowercase font. Below the logo is an illustration of a large computer monitor displaying various charts and graphs. Three small human figures are interacting with the screen: one is pointing at a chart, another is standing next to it, and a third is climbing a ladder to reach a part of the screen. Below the illustration, the text "Welcome to Kualii" is displayed, followed by "Click below to get started" and a blue "Sign In" button.
2	In Kualii, Gen Ed requirements are built as a distinct program. To add or remove a course from Gen Ed, navigate to <b>My Dashboard</b> on the left-hand side of the screen and select <b>Programs</b> .	 The image shows a vertical sidebar menu titled "My Dashboard". The menu items are: "My Dashboard" (with a home icon), "Action List" (with a checkmark icon), "Courses" (with a book icon), "Programs" (with a book icon and a mouse cursor hovering over it), "Concentrations" (with a book icon), "Other Forms" (with a document icon), "Opportunities" (with a lightbulb icon), "Agendas" (with a calendar icon), "Proposals" (with a document icon), and "Reports" (with a circular arrow icon).

3 Use the **search** tool to find the Gen Ed program requirements. Click the title of the program to open its entry.



4 Click **Propose Changes** on the right side menu.



4a Review existing information and make any necessary changes to the form. Most fields will not require your attention when filling out a Gen Ed request.

 Keep in mind that the **Proposed Effective Term** cannot overlap with the current version of the concentration / program. When making changes, you must select an entry that is at least one term ahead of the existing record.

In this example, the current version was active effective Spring 2023, so the revised entry should be effective Fall 2024 or later.

The Registrar's Office will be able to assist you with correcting the term if the intended term is not displayed.

**Effective Term and Year**

**Proposed Effective Term and Year**

Please note, effective term may be adjusted based on how quickly the proposal and any related form

Spring

2023

4b The **Justification** is required.

**Justification**

**Program Justification**  
Please provide a brief justification of your request.

Adding new course to Gen Ed Area 1

4c Upload the UNM Gen Ed form in the **Program Proposal File Upload**.

The Registrar's Office will take the information contained in the form and route it to the appropriate portal. If your request is to add a Gen Ed course, this form is also used to make any changes (such as title, subject, or course number).

 <https://gened.unm.edu/for-instructors.html>

Visit UNM's [General Education](#) website for the form and answers to common questions.

**File Uploads**

**Program Proposal File Upload**  
Attach your program file here. New program requests should include a complete General Education Curriculum should include the UNM General Education form

**ADD FILE**

4d The **Degree Requirements** section is structured as different areas with lists of courses that students may select from.

To add an existing course for consideration, navigate to the appropriate area then type your course number/subject code into the **Courses** selection tool.

 **Brand new UNM courses:**

- You may see "**Draft**" next to your selection, but don't worry. This form is designed to allow draft courses to be submitted to Gen Ed.
- If your course does not yet exist at UNM, please first submit a **Course Form**. so that the course can be added to the Gen Ed program. The Course Form does not need to reach full approval before filling out the Gen Ed request, which is where **Draft courses** come into play.

To delete a course from Gen Ed requirements, click the **trash can** next to the course.

**Degree Requirements**  
The degree requirements outlined below should include major hours and additional requirements needed to earn the total degree hours. Additional requirements may include

**Area 1: Communication** 6 Total Credits

Complete ALL of the following All of A, C

A Complete all selected courses

Complete the following:

Courses

ENGL 1120 - Composition II (3)

C Complete minimum number of courses from selected courses

Complete at least 1 of the following:

Courses

COMM 1130 - Public Speaking (3) COMM 2121 - Introduction to Interpersonal Health Communication (3) COMP 2225 - Health, Fitness and Culture (3) ENGL 2210 - Professional and Technical Communication (3) GEOG 2115 - Information Design in Science and Society (3) IADL 1110 - Introduction to Information Science (3) PHIL 1120 - Logic, Reasoning, and Critical Thinking (3) HNRS 2112 - Seminar in Rhetoric and Discourse (3)

**Area 2: Mathematics and Science** 3 - 5 Total Credits

Complete ALL of the following All of A

A Complete minimum number of courses from selected courses

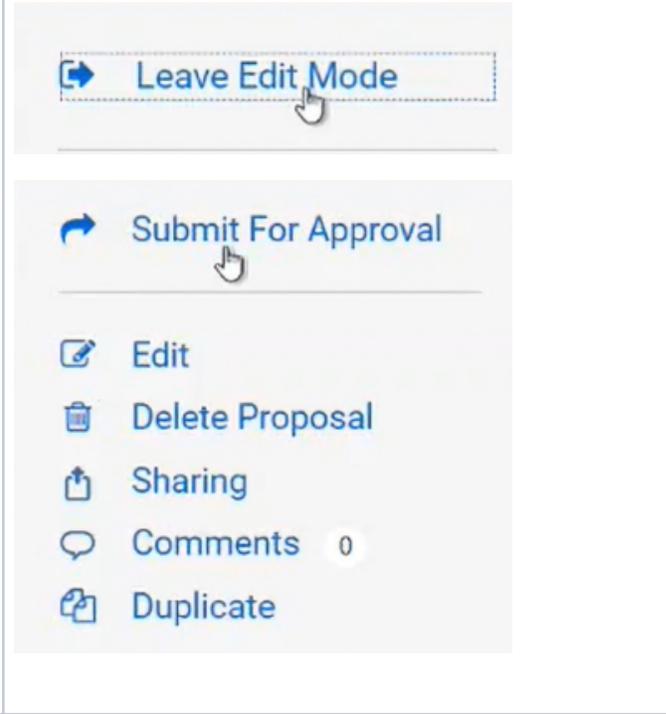
Complete at least 1 of the following:

Test51

**TEST510**

TEST512 | Proposal: Draft Creator: Lobo User

1 - Seminar in Mathematics in the World (3)

5	<p>When you are satisfied with your request, select <b>Leave Edit Mode</b> at the top right corner of the page to view a preview.</p> <p>If everything looks good, click <b>Submit For Approval</b> at the top right.</p>	 <p>The screenshot shows a vertical menu of options. At the top is 'Leave Edit Mode' with a right-pointing arrow icon and a dashed border, with a mouse cursor hovering over it. Below it is 'Submit For Approval' with a curved arrow icon and a mouse cursor hovering over it. The remaining options are 'Edit' (pencil icon), 'Delete Proposal' (trash icon), 'Sharing' (share icon), 'Comments' (speech bubble icon with a '0' next to it), and 'Duplicate' (two document icons).</p>
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## Resources & Follow Up

- If you encounter difficulty adding Gen Ed requirements, please contact the Registrar's Office. The General Education Program Form is a brand new initiative, and we recognize that there may be some areas of improvement needed for better usage of this form.
- For more information on other topics within Kualu, please visit the Registrar's website.