## Revising Gen Ed Programs

<table>
<thead>
<tr>
<th>Step</th>
<th>Activity</th>
<th>Screen Capture</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Login to Kuali at unm.kuali.co with your UNM net ID and password.</td>
<td><img src="image.png" alt="Kuali Welcome Screen" /></td>
</tr>
<tr>
<td>2</td>
<td>In Kuali, Gen Ed requirements are built as a distinct program. To add or remove a course from Gen Ed, navigate to My Dashboard on the left-hand side of the screen and select Programs.</td>
<td><img src="image.png" alt="Kuali Dashboard" /></td>
</tr>
</tbody>
</table>
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.
The **Justification** is required.

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](https://gened.unm.edu/for-instructors.html)

Visit UNM's **General Education** website for the form and answers to common questions.

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.
| 5 | When you are satisfied with your request, select **Leave Edit Mode** at the top right corner of the page to view a preview.  
If everything looks good, click **Submit For Approval** at the top right. |

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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 Kuali, please visit the Registrar's website.