Advising and GE Program Portfolio Requirement:

**New Requirement for incoming freshman and transfer students**

Beginning in the 2018-2019 academic year, incoming freshman and transfer students were required to complete the GE Program Portfolio. Students who submitted assignments to Pathbrite during the 2018-2019 AY will NOT have to resubmit these assignments but will submit all assignments taken Fall 2019 and after to the GE Program Portfolio “course” within Canvas. Students admitted Fall 2019 and later will submit all GE assignments to a Canvas course titled “GE Program Portfolio” in which they will be automatically enrolled. First-time freshman will submit 15 assignments and 3 reflections to the Freshman Program Portfolio while transfer students will submit 3 upper-division assignments and 1 reflection to the Transfer Program Portfolio.

**Please note the following:**

● NO STUDENT ADMITTED TO FRESNO STATE OR WHO TOOK COURSES AT FRESNO STATE PRIOR TO FALL 2018 IS REQUIRED TO COMPLETE THE GE PROGRAM Portfolio. (University High School students are not considered Fresno State students and so will have to complete the GE Program Portfolio if they are admitted Fall 2018 or after but will NOT submit assignments from Fresno State courses they took during High-school.

● Transfer students who complete the form/petition to retain an earlier catalogue year when they transfer to Fresno State are encouraged but not required to complete the GE Program Portfolio.

● Students who were admitted prior to Fall 2018 and return after Fall 2018 to complete degrees will NOT complete a GE Program Portfolio. HOWEVER, students who are admitted Fall 2018 or later and break enrollment for one or more semesters will have to complete the GE Program Portfolio.

● If students have AP, IB, or Exam credit they are exempt from submitting an assignment from that (or those) specific GE Area(s) but will submit assignments to other GE Areas

● If students take the course elsewhere and transfer it to Fresno State, they are exempt from submitting an assignment from that specific GE Area

**●** If a student is exempt from taking a course in a specific GE Area because of their major then they are also exempt from submitting an assignment to the GE Portfolio in that Area; if they subsequently change their major and take a GE course to fulfill the area they WILL submit an assignment to the GE program Portfolio

**●** For those advisors in colleges with substitutions a handout specific for the majors in their college will be distributed and discussed with the advising center. However, with the exception of substitutions in LCOE, the student will be exempt from submitting an assignment for a course substituting for GE whether it is a major or GE course. If the student changes majors and takes a GE course in an Area in which they were previously exempt, they will submit an assignment to the GE Portfolio.

**●** Handouts specific to each College, and majors when applicable, have been distributed to each of the advising centers.

**More information about GE Program Portfolio Requirement**

Advisors will not be responsible for creating informational materials, this will be carried out by Dr. Melissa Jordine and the new GE assessment subcommittee. All students are enrolled in a GE Program Portfolio course on Canvas that includes handouts, resources, and links to submit assignments. For technical support, students can be directed to the Help Desk and for further assistance they can be referred to the DISCOVERe Hub. If a student receives an e-mail for a GE Area in which they have AP credit or are exempt by major they can ignore the e-mail, but if they are unsure they should contact Dr. Melissa Jordine (mjordine@csufresno.edu).

**What are the responsibilities of advising centers regarding the GE Program Portfolio?**

Academic advisors will be asked to distribute handouts (some are relevant for all students and some are specific by college or major) and to remind students to submit assignments for all GE courses taken at Fresno State. Advisors will be asked to encourage students to submit GE Program Portfolio assignments at the same time students submit them to their professor.

Advisors will need to make students aware that **the 60 unit mandatory advising warning placed on the student’s record cannot be lifted until 8 of the 12 lower division artifacts/assignments and one reflection have been submitted.** Advisors will be provided with information on which students have submitted the required items and which have not. Students who have not submitted the 8 lower-division assignments and 1 reflection prior to incurring the 75 unit registration hold should be referred to Dr. Melissa Jordine. They can e-mail her and she will verify if they submit the assignments after meeting with an advisor and if they have an issue or problem submitting the assignments they can meet with her to discuss the situation.

Advisors will need to discuss what students have submitted during the initial second semester advising session and mandatory advising session prior to 75 units for freshman. Advisors will only discuss the requirement with transfer students once, during the first semester advising appointment.