**Administrative Compliance Form**

The UC San Diego Global Seminar program requires the close collaboration of faculty, departmental administrators & advisers, the Global Seminar team, Summer Session, the Registrar and other campus stakeholders. We ask that your office provide the following services for the Global Seminar:

1. Submit both Global Seminar courses to the Registrar. (Summer or early fall at the latest)
2. Assist with advising and promoting this Global Seminar to your students via email, social media, and academic advising (Summer, Fall, and Winter)
3. Pre-authorize students to enroll in the Global Seminar courses offered by your department/college (April)
4. Notify the Global Seminar team if there are any staff changes during the year.

Each Global Seminar consists of two academic courses.

1. New Global Seminar courses must be created by the faculty and submitted by the department or college MSO and/or administrator /adviser based on established procedures. Since these courses must be approved by the Academic Senate in the October or November meeting, it is essential that the faculty and MSO and/or adviser or administrator who submits courses must understand the responsibilities involved.
2. Repeating GS courses must be included in the department's/college’s summer session offerings.

1. Faculty will complete the new on-line course questions and submit to the designated departmental or college official responsible for submitting course approvals to the senate. This must be done no later than the first week of the fall quarter.

2. The MSO or designated official will manage the process to ensure that the course approval(s) are submitted on time and with complete information.

3. The MSO or designated official will notify the faculty member, summer session, and the Global Seminar team when they have submitted the completed course approval to the senate.

4. If your department, unit or division has additional procedures in place for approving summer courses, please comply and promptly contact Summer Session and copy Jim Galvin at jgalvin@ucsd.edu.

**Course Information**

(Faculty will teach two 4-unit courses. Faculty member can provide more detailed information for course approval.)

Course #1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Department Course Number Course Title*

Course #2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Department Course Number Course Title*

Country and City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty member leading Global Seminar: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Departmental Information**
Please indicate the current individual responsible for the following actions, along with their title & email:

Course submission to Academic Senate or Registrar:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Name (print) Title E-mail address*

Marketing/Social Media/Outreach

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Name (print) Title E-mail address*

Course registration pre-authorization:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Name (print) Title E-mail address*

Comments from Departmental MSO and/or administrator/adviser responsible for submitting course approvals and overseeing the process for course approvals:

MSO or designated official’s contact information (printed):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Name Telephone number E-mail address*

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*MSO or designated official’s Signature Date*

Please submit department approval form to the Global Seminar team by April 15, 2023.