Spring 2014 Scheduling Timeline

- Aug. 12th – Course Schedule Maintenance ends
- Aug. 13th – Sept. 20th – Scheduling team performs Room Assignments
- Sept. 20th – Class listing available on Registrar’s website
- Sept. 23rd – Extended Course Schedule Maintenance opens
Class Scheduling Reminders

- Please monitor your class sizes and classroom capacities
  - Depts can add students through the 10th day of classes

- Please contact us to add meeting pattern information to all classes

- Process for adding Instructors to the Instructor table in ConnectCarolina

- Feel the Power!!!!
  - Add and Drop Consent
  - Free Format Topics, (i.e. Second Titles)

- Grading access for Proxies
New Student Orientation

- Refer to Renee’s email of 8/1 with details of upcoming changes to classes for last NSO session on 8/16
  - 8/1 – First Year restrictions were removed
  - 8/15 – First Year restrictions will be added back to classes
  - 8/16 – First Year restrictions will be removed after last registration session
  - After 6pm on 8/16 the classes are all yours!
Waitlist Update

- Per Educational Policy, starting Fall 2013, waitlists will no longer be purged prior to classes starting and will be active until the last day to add (5\textsuperscript{th} day of term)
  - This updated policy will also limit the number of waitlisted seats per class to 5 spots or 10\% of total seats in class, whichever is higher
  - Classes with restrictions (by major, class level, etc.) should \textit{not} have waitlists. \textit{At a minimum}, any restrictions should be removed from once the cancellation date has passed
  - Students will only be allowed to waitlist through the cancellation date so that no new students can sign up for a waitlist

- For Fall 2013 term, students could waitlist for a class through 11:59pm on August 8\textsuperscript{th}.
  - Waitlists will be run one final time on August 27\textsuperscript{th}
  - Waitlists will be purged
Fall 2013 Registration Dates

- Aug. 8<sup>th</sup> – last day to waitlist for a class
- Aug. 9<sup>th</sup> – open enrollment
  - UGRD students were increased from 17 to 18 credits max
- Aug. 14<sup>th</sup> – Step 1 financial cancellations, academically ineligible cancellations
- Aug. 20<sup>th</sup> – first day of Fall 2013 classes
- Aug. 26<sup>th</sup> – last day for students to add online
- Aug. 26<sup>th</sup> – last day waitlists will run
- Aug. 26<sup>th</sup> – Reg. Team starts accepting 2139 audit docs
- Sept. 3<sup>rd</sup> – last day for students to drop online
- Sept. 3<sup>rd</sup> – last day for departments to add/drop online

Refer to our website for other 2139 dates!
“Help! I can’t enroll!”
Top 10 Items to Check

Items 1–5 (Scheduling side)
1. Department Consent
2. Reserve Capacities
3. Time conflict on REC sections
4. Discrepancies in LEC and REC:
   a. capacities
   b. associated class numbers
   c. cross-listed sections
5. Pre-requisites/Co-requisites

Items 6–10 (Student/Registration Related)
6. Active on program/plan stack
7. Term activation & eligible to enroll
8. Enrollment appointment
9. Service Indicators
10. Enrollment Request Search!
```
"Help! I can’t enroll!"

1. Department Consent

<table>
<thead>
<tr>
<th>Course ID:</th>
<th>022291</th>
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<tbody>
<tr>
<td>Academic Institution:</td>
<td>UNC-Chapel Hill</td>
</tr>
<tr>
<td>Term:</td>
<td>2013 Fall</td>
</tr>
<tr>
<td>Subject Area:</td>
<td>HIST</td>
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<td>Catalog Nbr:</td>
<td>493</td>
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<td>Course Offering Nbr:</td>
<td>1</td>
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<tr>
<td>Term:</td>
<td>Undergrad</td>
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<td>Subject Area:</td>
<td>HISTORY</td>
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<td>Catalog Nbr:</td>
<td>INTERNSHIP IN HISTORY</td>
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**Enrollment Control**

<table>
<thead>
<tr>
<th>Session:</th>
<th>A</th>
<th>Session: A</th>
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<tbody>
<tr>
<td>Class Section:</td>
<td>001</td>
<td>Component: Lecture</td>
</tr>
<tr>
<td>Associated Class:</td>
<td>1</td>
<td>Units: 1.00 - 3.00</td>
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<tr>
<td>Class Status:</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>Class Type:</td>
<td>Enrollment</td>
<td>Enrollment Status: Open</td>
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<tr>
<td>Add Consent:</td>
<td>Dept Cnsnt</td>
<td>Requested Room Capacity: 999 Total</td>
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<tr>
<td>Drop Consent:</td>
<td>No Consent</td>
<td>Enrollment Capacity: 5 0</td>
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<tr>
<td>1st Auto Enroll Section:</td>
<td></td>
<td>Wait List Capacity: 0</td>
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<tr>
<td>2nd Auto Enroll Section:</td>
<td></td>
<td>Minimum Enrollment Nbr:</td>
</tr>
</tbody>
</table>

- Auto Enroll from Wait List
- Cancel if Student Enrolled

```
“Help! I can’t enroll!”
2. Reserve Capacities
“Help! I can’t enroll!”

3. Time Conflict on REC Sections
“Help! I can’t enroll!”

4. Discrepancies in LEC and REC (capacities, associated class #s, cross-lists)
“Help! I can’t enroll!”

5. Pre-requisites/Co-requisites
“Help! I can’t enroll!”

6. Active on Program/Plan Stack

<table>
<thead>
<tr>
<th>Student Program</th>
<th>Undergraduate</th>
<th>Career Requirement Term</th>
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</thead>
<tbody>
<tr>
<td>Rameses Tarheel</td>
<td>Active in Program</td>
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<tr>
<td>Academic Career:</td>
<td>Undergraduate</td>
<td>Career Requirement Term</td>
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<td>Academic Institution:</td>
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<td>UNC-Chapel Hill</td>
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<tr>
<td>Academic Program:</td>
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<td>AS Bachelor</td>
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**Effective Date:** 04/10/2013

<table>
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<tr>
<th>Program Action:</th>
<th>Matriculation</th>
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<tr>
<td>Action Reason:</td>
<td>Deposit paid</td>
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</table>

**Effective Sequence:** 1

**Action Date:** 04/10/2013

**Joint Prog Appr:**

**Admissions**

- From Application
- Application Nbr:
- Application Program Nbr:
- Campus: MAIN
- Academic Load: Full-Time

**Last Updated On:** 04/10/2013 1:40:51PM

**By:**
“Help! I can’t enroll!”

7. Term activation & eligible to enroll
“Help! I can’t enroll!”

8. Enrollment appointment
“Help! I can’t enroll!”

9. Service Indicators

Manage Service Indicators

Rameses Tarheel

Display: Effect: All Institution: UNC-Ch:

Add Service Indicator

Service Indicator Summary

<table>
<thead>
<tr>
<th>Code</th>
<th>Code Description</th>
<th>Reason Description</th>
<th>Institution</th>
<th>Start Term</th>
<th>Start Date</th>
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<tbody>
<tr>
<td>CDX</td>
<td>Cashier Status - Internal</td>
<td>Review of Refunds Pending</td>
<td>UNCCH</td>
<td>0000</td>
<td>08/13/2013</td>
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<tr>
<td>REG</td>
<td>Dept Hold - Enrollment</td>
<td>Campus Health - Immunizations</td>
<td>UNCCH</td>
<td>0000</td>
<td>08/13/2013</td>
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</table>

*Service Indicator Code: REG
*Service Ind Reason Code: H3
Description: Please contact the Immunization Coordinator of Campus Health Services at 919 666-2283 or send an email to immunizations@unc.edu for further information.

Effect: Negative

Effective Period

Start Term: 0000 Begin Term: 08/13/2013 End Term: 
Start Date: 08/13/2013 End Date: 

Assignment Details

*Department: HR-2426 Campus Health Services
Reference: 
Amount: 0.00 Currency: USD

Contact Information

Contact ID: Contact Person: 
Placed Person ID: Placed By: Duncan, Heather M

Comments

Services Impacted

<table>
<thead>
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<th>Impact</th>
<th>Description</th>
<th>Basis - Date</th>
<th>Basis - Term</th>
<th>Term Category</th>
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<tbody>
<tr>
<td>WENR</td>
<td>Block all ENRL allow Canc/Wdlr</td>
<td>✔️</td>
<td>✔️</td>
<td></td>
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</table>
“Help! I can’t enroll!”

10. Enrollment Request Search

Navigation:
Records and Enrollment > Enroll Students > Enrollment Request Search

Follow steps on Enrollment Request Search document to customize!
Auditing Policy

From Registrar’s Website:
Academic Services > Policies and Procedures > University Policy Memorandums >

UPM 09: Auditing of Courses

Process for non-UNC Chapel Hill students:
- Auditor obtains permission from instructor & department chair
- Consent indicated on Registration Add form (or dept.’s method)

AFTER LAST DAY TO ADD:
- Auditor brings form to Student Accounts to pay $20/class
- Auditor brings permission and receipt to Registrar’s Office
- Auditor fills out Non-UNC Auditor Form at Registrar’s Office
- Registrar’s Office collects these three items and processes audit registration