COLLEGE OF ARTS AND SCIENCES
STUDENT SERVICES STAFF MEETING

Wednesday, August 10, 2016
10:30 AM – 12:00 PM
Toy Lounge

AGENDA

10:30am Welcome and General Announcements
   Nick Siedentop, Curriculum Director
   • Important deadlines
   • Online Syllabus Management (OSM) System – GRAD Courses for Fall 2016
   • Independent Study Learning Contracts

10:40am Catalog Updates and Curriculum Proposals
   Nick Siedentop, Curriculum Director
   • New Catalog – Live Demo
   • Training schedule for making 2017-18 catalog updates
   • Timeline for implementing new course and curriculum proposal module

10:50am Schedule Planner and Reserve Capacities, Tutorial
   Heather Duncan, Assistant Registrar
   Chris Partridge, Assistant Registrar

11:10am Records Processes
   Joan Roberts-Coleman, Assistant Registrar
   • Name changes, especially for graduation
   • Grading deadlines for faculty/student questions
   • The grade change process/student questions
   • Online resources

11:30am Update on New/Old Registration Rules for Undergraduate Students
   Roberta Norwood, Associate Registrar

Next Meeting: Wednesday, December 14, 2016 @ 10:30am

Previous agendas and minutes: http://curricula.unc.edu/reference/staff/