The following information is being provided to Academic Advisors, Directors of Undergraduate Studies, and Student Services Managers on behalf of the Office of Undergraduate Curricula. Please feel free to share with other individuals in your unit to whom this information might apply.*

Good morning, all -

It's time for the monthly OUC updates! Last month's memo is now archived on our website for easy access. To keep these emails a manageable length, many entries will contain links to outside websites where you can view related content in its entirety. We have also coded our announcements using the following color scheme to make sure everyone can access the material relevant to their roles quickly and easily:

- Items under the <mark>YELLOW</mark> header apply ONLY to individuals in the College of Arts and Sciences
- Items under the <mark>BLUE</mark> header apply ONLY to individuals in the Professional Schools
- Items under the <mark>GREEN</mark> header apply to EVERYONE and will always be listed **FIRST**

 If you have any questions or concerns, feel free to reach out to one of us.

Sincerely,
The OUC team

Nick Siedentop, Curriculum Director
Ben Haven, First-Year Curriculum Specialist
Heather Thompson, Course Evaluation Coordinator
Genevieve Cecil, Student Services Specialist, College of Arts & Sciences and FY-Thrive Program
James Thompson, Associate Dean for Undergraduate Curricula
Li-ling Hsiao, Associate Dean and Director of First-Year Curricula

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<mark>GENERAL CURRICULUM NEWS</mark>

2022-2023 Catalog Editing

The 2022-2023 Catalog will be published on 06-01-2022. There are still some Catalog pages and CIM-Program proposal changes pending review by departments and schools. To see if your department or school has any pending Catalog pages or CIM-Program proposals in workflow, follow these steps:

1. Login to **Pages Pending Approval**: https://nextcatalog.unc.edu/courseleaf/approve/
2. In the **Your Role** dropdown menu, check to see if your department/school code appears in the list (e.g., LING, SOE). If it does, you have pending items. The list may include SSM roles, curriculum committee roles, or chair roles.
3. When the role is selected (e.g., PLAN CAT Approver), pending Catalog and CIM proposals will appear below. You have the option to Approve, Edit, or Rollback.
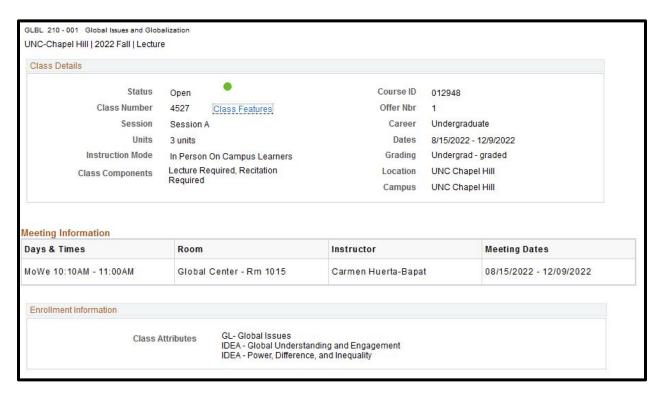
If Catalog pages are not approved by Wednesday 05-04-2022, the Office of Undergraduate Curricula will advance the page on your behalf, with the edits as listed.

Reminder: Class Features Tool for Summer & Fall 2022

Instructors are encouraged to utilize the Class Features tool in ConnectCarolina to provide students with additional information about their summer & fall 2022 courses. To use the tool, log into ConnectCarolina and select "My Schedule." You will see the "Class Features" link for each course you are scheduled to teach. Copy-over functions and departmental proxies are available to ensure the process is efficient each semester. More information about the Class Features tool is available on the Office of Undergraduate Curricula website.

Reminder: IDEAs in Action Gen Ed Attributes for Fall 2022
Instructors are reminded that IDEAs in Action general education attributes (FY-LAUNCH, FC-CREATE, RESEARCH, etc.) are now appearing on fall 2022 class listings in ConnectCarolina (see screenshot below). Instructors using the Class Features tool to upload syllabi early should remember to include the required student learning outcomes for all approved IDEAs in Action gen eds in these documents.

IDEAs in Action Curriculum, Fall 2022 Updates
Triple-I:
- The Fall 2022 Triple-I Course Offerings are published on the IDEAs in Action website. The listing includes course titles, descriptions, meeting patterns, and instructor bios.
- To search in Connect Carolina, use the **FY-TRIPLE** Gen Ed attribute code.
- Seats are limited to incoming fall 2022 first-year students (and incoming fall 2022 transfer students with fewer than 24 credit hours). Current students are restricted from enrolling in these classes.
- Students must register for BOTH the 3 credit Triple-I class and the corresponding Data Literacy 1-credit class, for a total of 4 credits.
- All seats are reserved for the first-year pre-registration process using the FYPR reserve capacity.

College Thriving:

- Over 170 sections of [College Thriving](#) will be offered in the fall! Sections are capped at 19 students.
- To search in Connect Carolina, use the **FY-THRIVE** Gen Ed attribute code.
- Seats are limited to incoming fall 2022 first-year students (and incoming fall 2022 transfer students with fewer than 24 credit hours). Current students are restricted from enrolling in these classes.
- All seats are reserved for the first-year pre-registration process using the FYPR reserve capacity.

First-Year Seminar/First-Year Launch:
- Over 90 FY-Seminars & FY-Launch classes will be offered in the fall! The [Fall 2022 FY Seminar/Launch offerings](#) are published on the IDEAs in Action website.
- To search in Connect Carolina, use the **FY-SEMINAR** and **FY-LAUNCH** Gen Ed attribute codes.
- Seats are limited to incoming fall 2022 first-year students (and incoming fall 2022 transfer students with fewer than 24 credit hours). Current students are restricted from enrolling in these classes.
- All seats are reserved for the first-year pre-registration process using the FYPR reserve capacity.

First-Year Pre-Registration Process

The Office of Undergraduate Curricula, in partnership with the Registrar, will begin to pre-register incoming first-year students into up to two First-Year Foundations classes on Monday, 05-16-2022. The following First-Year Foundations have seats reserved for this process: Triple-I, FY Seminar, FY Launch, College Thriving, some ENGL 105/i sections, and some Romance Studies language sections. This process will be completed on 06-15-2022, prior to incoming FY registration sessions, which begin in July. If you have any questions about this process or updates/cancellations to FY Seminar or FY Launch offerings, please contact [Ben Haven](#).

Reminder: Syllabus Insert for Summer & Fall 2022

Instructors are encouraged to use the summer and fall 2022 syllabus insert (available in both [PDF](#) and [Word](#) versions) when preparing their course syllabi. The insert contains all required policy statements and is a quick and easy way to make sure your students receive this information. More details are available on the Office of Undergraduate Curricula [Syllabus Guidelines page](#).

Mark Your Calendar: Student Services (SSM) Meeting

The next student services meeting is on Wednesday, 06-08-2022 at 1pm. The agenda will be sent out about a week in advance. Topics include updates and announcements from the Office of Undergraduate Curricula, information about waitlist logic in ConnectCarolina, and an opportunity to review best practices in scheduling for student services staff.

New! Global Language Policy Updates

Effective fall 2022 a revised Global Language policy (formerly the Foreign Language Policy) will apply to all students. You can view our [memo to academic advisors](#) across campus and [an advising guide](#), view the updated information for students on [the Language Placement website](#), and on June 1, the policy will be updated in the University Catalog. Questions about the new policy and the two new processes can be directed to gened_glbl_language@unc.edu.

Transfer Credit Reevaluation Request Peak Season is Here

Department approvers for the Transfer Credit Reevaluation [eForms](#) in ConnectCarolina will begin to see an uptick in requests this month that typically lasts through August. Incoming transfer students may be

relying on these reevaluations for prerequisite courses and other credit so they can plan their Fall 2022 course schedule.

We understand that many of our approvers (typically the DUS or a department's faculty advisor) may be working less over the summer, but on behalf of students we ask you to process summer requests as soon as you are able, clear requests prior to any breaks you are taking, and clear all pending requests as soon as possible when returning in August.

Questions about this process, requests for a refresher training, and **notices about planned gaps in processing for your department of more than 21 days** can be sent to Heather Thompson.

Now Available! Template for New Undergraduate Minors
The Office of Undergraduate Curricula developed a template for units interested in proposing new undergraduate minors. Departments who are planning to submit a CIM-Program request for a new undergraduate minor in spring or fall 2022 are encouraged to visit the New Programs page of the OUC website for the proposal template and additional instructions. Please contact Nick Siedentop (nick_siedentop@unc.edu) if you have any questions about the development process.

Coach Approach Training Sessions: Summer 2022
Registration is now open for Coach Approach: The Foundations in summer 2022. This training is provided to UNC faculty and staff at no cost.

Interested staff and faculty can register here:
https://unc.az1.qualtrics.com/jfe/form/SV_6oiG4UGL4xn3Vr0

Here are the summer 2022 dates for Coach Approach Training:
- Monday, 05-09-2022, SASB North, Upendo 1118 (in person), 9:00 am to 4:30 pm
- Monday, 06-09-2022, Zoom (virtual), 9:00 am to 4:30 pm
- Friday, 07-15-2022, SASB North, Upendo 1118 (in person), 9:00 am to 4:30 pm

More information about Coach Approach Training from the Learning Center can be found here:
https://learningcenter.unc.edu/coach-approach-training/

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COLLEGE OF ARTS & SCIENCES NEWS

NEW: College of Arts & Sciences Student Services Requests Now Open!
Units within the College of Arts and Sciences that have a vacant undergraduate student services manager position or need short-term assistance with undergraduate scheduling and registration during critical windows can now request assistance from the CAS SSM. Guidelines and instructions are available on the Office of Undergraduate Curricula SSM page.

Student Evaluations of Teaching (SET)
The College SET Schedule and other information is available on our website. Please email cas_evaluations@unc.edu if your access is not working as expected or you have any questions.

Evaluations closed on the last day of classes, Wednesday, 04-27-2022. Reports will be released to instructors approximately one week after the last day of exams, but no earlier than 05-13-2022. Department chairs my request an early release of reports if they are needed prior to this date by emailing cas_evaluations@unc.edu with a list of courses or instructors they need an early release for.

The SET website information on Instruments in use has been updated to reflect the currently in use instruments. You can review this information online. The College Standard Instrument is used for all courses selected for inclusion in SET. Department Chairs can request changes to their department's additional questions at any time by emailing cas_evaluations@unc.edu with the request. Changes will be applied to the Fall semester if received before September 1 and the Spring semester if received by February 1. At this time we are unable to make changes during summer terms due to the compressed timeline for evaluation processes.

Reminder—Spring 2020 Reports Restricted Access: Spring 2020 reports were released only to instructors and can only be shared with instructor permission. These reports are optional for promotion and merit considerations per the College's COVID-19 FAQ for instructors from April 15, 2020.

PROFESSIONAL SCHOOL NEWS

Nothing specific at this time – please refer to the General News section for information that applies to all units.

Want more information? Check out these campus resources!

Office of Academic Advising > https://advising.unc.edu/
Office of Undergraduate Curricula > https://curricula.unc.edu/
Office of Undergraduate Education > https://undergrad-ed.unc.edu/
Office of the Dean of Students > https://odos.unc.edu/
Office of the University Registrar > https://registrar.unc.edu/
Office of Undergraduate Research > https://our.unc.edu/
Office of Undergraduate Admissions > https://admissions.unc.edu/

Center for Student Success > https://studentsuccess.unc.edu/
Honors Carolina > https://honorscarolina.unc.edu/
Keep Teaching > https://keepteaching.unc.edu/
Academic & Final Exam Calendars > https://registrar.unc.edu/academic-calendar/

Disclaimer: These emails are not intended to replace College and University-wide communications, but rather to supplement them. For this reason, we will not be accepting requests to advertise content unrelated to our office. However, if you think of ways in which we can improve our content, presentation, or communication please let us know!