

*****The following information is being provided to department managers as a reminder on behalf of the Undergraduate Curricula team. Please feel free to share with other individuals in your unit to whom this information might apply.*****

Good morning, all -

For the month of July, we will be doing things a little differently. We know that many units see turnover in faculty administrator and staff roles at the beginning of the academic year. In place of this month's OUC memo we are instead asking you to review several roles and systems related to our office and make any necessary user and access updates. This email contains a brief list of those roles and systems as well as instructions for requesting updates. For those of you who have already made these updates, thank you! 😊

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

Sincerely,
[The OUC team](#)

Directors of Undergraduate Studies

Our office maintains a listserv and Teams site for directors of undergraduate studies. Please check the Directors of Undergraduate Studies **Contact List** on the Office of [Undergraduate Curricula website](#). Select the "Contact List" heading to view the list of names, in alpha order by department. If the name is **not** correct for your department, please contact heather_thompson@unc.edu with the correction. Thank you!

Transfer Credit Re-Evaluation Reviewers

Our office manages the Transfer Credit Re-evaluation (TCRE) workflow and assists in training new faculty reviewers. If your reviewer (typically a department DUS, faculty advisor, or dean) has changed or will change effective July 1, please contact heather_thompson@unc.edu. Thank you!

Online Syllabus Manager (OSM)

The Office of Undergraduate Curricula is responsible for managing the Online Syllabus Manager (OSM) tool for all College units. Department managers can grant and revoke access to OSM using the [Common Authorization Tool](#). Please check your current users and remove any who are no longer affiliated with your unit. Our office relies on departments to keep these user lists updated, as they are the means by which we share system updates and information each term. Thank you!

Online Learning Contract Manager (OLCM)

Certain units within the College of Arts and Sciences use the Online Learning Contract Manager (OLCM) tool to process and approve undergraduate learning contracts. If your unit manages contracts in this system, please [contact OASIS](#) for a list of your current users. User roles that may need to be updated after July 1 include the chair role (department chairs), the coordinator role (usually a DUS or program director) and the scheduling role (usually student services staff or a department manager). Requests to add or remove users can be sent to [OASIS](#) and Genevieve Cecil (gcecil@email.unc.edu). Please contact Genevieve with any questions. Thank you!

Curriculum Inventory Manager (CIM)

The Curriculum Inventory Manager (CIM) system is used to manage changes to courses and undergraduate programs (majors/minors). The CIM cycle runs from August through October 15 and follows a standard workflow; users are assigned to individual workflow roles. To review a list of your current CIM users, please visit the [CIM and CAT user roles page](#). A Formstack link is available on this page to update your CIM users. Questions can be directed to the Registrar's Curriculum team (curriculum@unc.edu). Thank you!

Catalog Management System (CAT)

The Catalog Management System (CAT) is used to manage all updates to non-curricular content in the University Catalog. The CAT cycle runs from February through May. Like CIM, CAT follows a standard workflow and users are assigned to individual workflow steps. To review a list of your current CAT users, please visit [the CIM and CAT user roles page](#). A Formstack link is available on this page to update your CAT users. Questions can be directed to the Registrar's Curriculum team (curriculum@unc.edu). Thank you!

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://keep Teaching.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!