

Instructor Memo (to be sent August 2022)

Subject line: Important information for your fall 2022 FY Seminar/Launch

******Please see message below sent on behalf of Li-ling Hsiao, Associate Dean for First Year Curricula******

Dear Fall 2022 FY Seminar and Launch Instructors:

Greetings from the First-Year Curriculum Program. We hope this message finds you well as we near the beginning of the fall semester. Apologies for the long email, but it contains a lot of useful information for your class. We are very excited that the First-Year Launch program is officially launched in Fall 2022. This is great for our first-year students who can begin their major with the introductory course in the student-centered seminars.

Community Standards: On Friday, 7/29/2022, the University released a memo to campus with the new COVID-19 operations for the fall 2022 semester. These include community standards and policies for students, faculty, staff, and visitors for the in-person educational experience. Please see the Carolina Together [site](#) for details.

Student Eligibility: Seats in First-Year (FY) Seminars and FY Launches are reserved for incoming FY students and just those new transfer students who come in with fewer than 24 post-high school college course transfer credits. Continuing students and other transfer students are blocked from being able to register since seats are limited to those with the FY Seminar/Launch requirement.

Registration: Open Enrollment for incoming first-year students began Friday, 8/5 at 10am. All incoming first-year students should now have access in ConnectCarolina to freely register in FY Seminars and FY Launches with availability.

Adding Students: FY Seminars and FY Launches don't have waitlists; however, you can ask your department's course scheduling officer to add an "Instructor Consent" requirement to your section beginning the first day of class (Monday, 8/15/2022). You can then provide a list of students to your scheduling officer who should be able to override the instructor consent to register the student/s into your class on your behalf. If you decide to take this action, please do your best to maintain maximal optimal enrollment.

Overenrolling: You may overenroll your FY Seminar or FY Launch up to 2 students beyond the enrollment cap for your class. If you take this action, please be sure to keep the same enrollment cap and ensure that you have the classroom seats/space available. Contact the [Associate Dean](#) if you would like to overenroll your class beyond 2 students.

Sophomores and Juniors in your class: As you look at your class roster in ConnectCarolina, it may seem like there are sophomores, and in some cases, juniors in your class. However, please

be assured that these students are first-year students in their first or second full semester at UNC. Many of our first-year students come in with a significant amount of test credits (e.g., ACT, AP exams, etc., which confer college-level academic credit), college course credit from courses taken concurrent with their high school career, or a combination of both. The student status indicator in the class roster goes by total credit hours, which includes test credit and credit for early college courses taken concurrent with high school. Additionally, all non-first-year students are blocked from self-enrolling in FY Seminars/Launches.

Syllabus Guidelines and Insert: The Office of Undergraduate Curricula has a [webpage](#) with resources to help you design your syllabus. Included on this page is a list of required syllabus components as well as a syllabus insert with sample statements for all of the required policies. Please review this page to be sure the syllabus you provide to your students on the first day of class includes the required information.

Class Features Tool in Connect Carolina: Instructors now have the ability to provide students with additional information about their classes in ConnectCarolina. Having this information available to students during registration may also reduce the number of students that drop and add classes in the first week of the semester. More information, including a brief instructional video, can be found on the Office of Undergraduate Curricula [website](#).

Assessment during the First Two Weeks of Class: The drop period for first-year students is limited to the first two weeks of class. If possible, please try to give the students some meaningful assessment of their work within this window.

Course Enhancement Funds: If you need FY Seminar course enhancement funds, please submit an application soon. Funds are limited this year, and we will likely run out of money. Please follow the rules in our Funding Manual and use our online Course Enhancement Application: <http://FY.Seminar.unc.edu/for-faculty/apply-for-funding/>. Since the FY Launch program is brand new, we are currently soliciting donations to support course enhancement funding.

We will launch a new Undergraduate Curricula website in the coming weeks. This site will include FY Seminar and Launch content. We will let you know when the Course Enhancement link is updated to the new site. We will then discontinue the FY Seminar website.

Student Evaluations of Teaching (SET): All FY Seminars and Launches will be evaluated electronically through Explorance Blue during the final two weeks of class. FY Seminar have a specific student evaluation form that is used for all classes in the program. FY Launch use the same form as the standard version of the class in the department. To administer the online form in class, please schedule 15 minutes at the beginning of class time. If you are holding your FY Seminar or Launch on campus, ask your students to bring their laptops, and devote that time to course evaluation. Otherwise, they can complete their online evaluations from home or elsewhere during the class session.

The [Writing](#) and [Learning Centers](#) are excellent resources for students and faculty. Offerings for students include writing coaching, academic coaching and peer tutoring appointments along with ADHD/LD, STEM, and English language support. You can find a list of recommended ways to connect your students with the Writing and Learning Center [here](#), including helpful guides for various access methods for your students. Visit the [Tips](#) and [Tools](#) pages for handouts and videos to share with students and the [workshops and programs](#) pages for upcoming events. Questions? Email director Kim Abels, kabel@unc.edu.

We wish you a successful fall seminar!

Li-ling Hsiao
Associate Dean for First Year Curricula