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COLLEGE OF  
ARTS AND SCIENCES

**Undergraduate  
Curricula**

*A division of the Office of  
Undergraduate Education*

# Student Services Reference Guide

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## Introduction

Our students are what enable this institution to exist; as such, your role as liaison, advisor, guide, and general resource is invaluable to the mission of your department or unit. As a staff member working in the field of student services, you are the first stop for students, faculty, staff, and guests when it comes to elucidating how we make our educational mission a reality. We are therefore very excited to welcome you to UNC and your new role in student services and support.

This orientation and reference guide is not intended to serve as a complete list of duties and responsibilities, but rather as a resource for those of you who are new to your role or those who would like a refresher on a certain component or process. The guide covers the basic components of student services at UNC-Chapel Hill, some or all of which may apply to your role specifically.

## Systems & Offices

There are a variety of systems at UNC-Chapel Hill related to student services and student information. Below are brief descriptions of the most common systems, as well as some of the main central offices with which you may interact.

**ConnectCarolina:** [ConnectCarolina](#) is the Student Information System (SIS) used by staff to schedule classes, look up student records, register students for classes, access InfoPorte reporting, run queries, etc. To access these areas in ConnectCarolina, you will need to fill out the relevant access form/s with your supervisor and, if necessary, complete the required trainings.

**InfoPorte:** InfoPorte is a hub for displaying, analyzing, and working with ConnectCarolina information. For more information, please visit this [site](#) and select the “Service Details” toggle. Once you are granted access, [training resources](#) are available.

**Tableau:** Tableau is a reporting and data analytics tool used to draw down course scheduling and instructor data from ConnectCarolina. Tableau has replaced reports that used to live in InfoPorte, and can be accessed at <https://tableau.unc.edu>. New or first time users are encouraged to join the [Tableau Teams site](#). Training tutorials are available on the [UNC Library website](#) or can be requested from the Enterprise Reporting unit of UNC ITS.

**Office of the Registrar:** [The Registrar's Office](#) provides services in classroom scheduling, registration, grades, academic data support, and much more. They maintain several listservs to communicate information about scheduling, registration, degree audit, and graduation. This office also conducts training on a variety of topics, including classroom assignment software and student records. A [complete list of trainings](#) is available on their website. For more information, please contact the Training Coordinator at [registrartraining@unc.edu](mailto:registrartraining@unc.edu).

**Office of Undergraduate Curricula:** [The Office of Undergraduate Curricula](#) supports the University's core mission by managing the undergraduate curriculum and encouraging faculty and student engagement with its various pieces and processes. Currently we are in the process of changing curriculums. Our website contains information about the [Making Connections curriculum](#) and the [IDEAs in Action Curriculum](#). Staff are encouraged to visit the [IDEAs in Action main website](#) for student-centered information about the curriculum. Undergraduate Curricula also manages a variety of the systems for the College, including the Online Syllabus Management (OSM) system, the Online Learning Contract Management (OLCM) system, and the Blue Course Evaluation system. More information about each of these systems can be found in the modules below.

**Academic Advising:** From orientation to graduation, Academic Advising is available to guide undergraduates in the College of Arts & Sciences and the General College on their academic path. Information for staff, students, and parents is available on [their website](#).

**Honors Carolina:** Honors Carolina is a rigorous, interdisciplinary academic program designed for students who are eager to explore beyond their immediate academic concentrations and anticipated career trajectories. They sponsor more than 200 small, seminar-style courses each year, in addition to study abroad programs and research fellowships. You can visit [their website](#) for more information.

**Office for Undergraduate Research:** The Office of Undergraduate Research believes that all undergraduate students should have the opportunity to participate in research and thus has made it their mission to facilitate and enrich undergraduate research opportunities at Carolina by working to remove financial, social, and/or cultural barriers. For more information about the OUR please [visit their website](#).

**Center for Student Success and Academic Counseling:** CSSAC is dedicated to promoting academic excellence by assisting students in achieving their academic goals while enrolled at Carolina. Its constituent programs (Learning Center, Peer Mentoring, Summer Bridge, Men of Color Engagement, and the Writing Center) provide support for students in developing the skills and strategies needed to achieve academic success. For more information about CSSAC, visit their [website](#) or contact [Marcus Collins](#), the Center's Associate Dean and Director.

### Student Services Meetings

The College of Arts and Sciences holds student services staff meetings three times a year, on the second Wednesday of February, June, and September, at 1:00pm. The presenters and topics vary, but agendas are sent to department/unit managers one week before the meeting via their respective listservs. You can view upcoming meeting dates on the [Office of Undergraduate Curricula calendar](#).

## Student Services Listservs

There are a variety of listservs at UNC that, depending on your duties and responsibilities, you may find helpful.

- **Course Scheduling** – important course scheduling activities, updates, and deadlines. Contact [Renee Sherman](#) in Classroom Scheduling to be added to this listserv.
- **Registration Participants** – important student registration activities, updates, and deadlines. Contact [Jessika Harris](#) in Records and Enrollment Services to be added to this listserv.
- **Degree with Honors** – important information about senior honors thesis process. Contact [Jenn Marshburn](#) in the Honors Carolina office to be added to this listserv.
- **Course Evaluation Coordinator** (units in the College only) – important course evaluation activities, updates and deadlines. Contact [Heather Thompson](#) in the Office of Undergraduate Curricula to be added to this listserv.
- **Commencement** – if you are in charge of your unit’s commencement ceremony, contact [Julie Truluck Thompson](#) in the Office of University Events to be added to their contact list.

## Required & Recommended Trainings

As this role deals predominantly with student information protected under state and federal laws, mandatory trainings are required in order to maintain the integrity of the information and the institution. Trainings are scheduled through the [Office of the University Registrar](#), though your department manager or Business Officer can request some accesses. The most common trainings associated with the functions of this role are:

**ConnectCarolina Course Management Access training**  
**Student Records: Registration and Enrollment training**  
**25Live – Scheduling Classrooms training**  
**Accessing Student Records Data – InfoPorte training**

All of these are in-person training sessions that first require you to complete the [online FERPA training module](#).

### *ConnectCarolina Course Management Access training*

This training class covers the following components of the Department Scheduling Officer role: setting up courses; adding instructors; adjusting enrollments; setting up waitlists; setting up and using reserve capacities; maintaining cross lists; and scheduling classrooms. This training grants the access required to schedule department classes for all terms.

### *Student Records: Registration and Enrollment training*

This training class covers the following components of the Department Registrar role: enrolling students; using enrollment overrides; viewing service indicators; review of the Class Search process; managing program/plan (including majors, minors, and specializations). This training grants the access required to help students enroll in department courses for all terms.

### *25Live – Scheduling Classrooms training*

This training class covers the following components of the Department Scheduling Officer role: how to request specific classrooms; how to view classroom-scheduling grids; how to request rooms for events;

and other facility-related concerns. This training grants the access required to make classroom requests on behalf of instructors, and is useful for scheduling classrooms for each term.

#### *Accessing Student Records Data in InfoPorte*

This training class covers how to use InfoPorte to pull student data. Attendees will learn to work with each of the reporting tabs in the Student section: Term Enrollment, Degree Candidates, Degree Recipients, and Reports. Other topics include how to identify majors and minors for a given unit, as well as degree candidates and recipients by graduation term.

There are additional trainings available through the Office of the Registrar that may be useful to you as you settle into your role. However, it is recommended that you begin the above trainings as soon as possible after joining your new department. The Registrar offers trainings throughout the year; additional questions about one-on-one or special needs trainings can be directed to their [main office](#).

## Module 1: Department Registrar

This module covers the basic tasks related to student registration and enrollment. Please be sure you have completed the training required to access the systems described in this section. For more information, refer to the “Required & Recommended Trainings” section.

The Department Registrar oversees all aspects of student records and enrollment. These duties include, but are not limited to, assisting with student enrollment; validating student transcript information; maintaining and clarifying department registration and enrollment policies; and keeping complete and accurate records of student enrollments, courses, course syllabi, and other applicable data.

### Enrolling Students

The simplest way to enroll a single student in ConnectCarolina is by using the Quick Enroll function. This function is granted after completing the Student Records: Registration and Enrollment training and enables you to add, drop, or swap a class, and otherwise manipulate an individual student’s schedule. The Registrar’s Office has [a complete guide to using the Quick Enroll feature](#). Note that this function works for both graduate and undergraduate students in the College although access and enrollment deadlines differ between the two groups. For more information about enrolling students in a Professional School career, contact the student’s School Registrar.

### Enrollment Reports

Enrollment reports are a useful way of viewing all your course data for a given term in a single place. Depending on how your department/unit tracks enrollments in a given term, you may find yourself running these reports once a week, once a month, or in a personalized configuration that suits your record keeping needs. The Scheduling Team in the Registrar’s Office also provides enrollment reports for all units throughout the semester.

### Major and Minor Reports

Major and Minor reports can be run in InfoPorte under the Student tab. These reports show you the number of active majors and minors in your department/unit as of a given term. This information is included in a number of department level reports and may be requested by your supervisor. It is also a useful tool for developing outreach programs, measuring student engagement levels, and researching other means of connecting students with the resources available in your department/unit.

## Course Syllabi

Departments are required to collect course syllabi every semester and archive them for at least four years. To help with this process, the [Online Syllabus Manager](#) (OSM) tool was developed for the College of Arts and Sciences to allow instructors to upload syllabi each semester. The deadline for syllabi uploads is the first day of classes. OSM is not currently available to professional schools.

All department managers are given the **OSM Manager Role**. This role grants capabilities to upload and download syllabi for courses owned by your unit. If your job requires you to track and manage syllabi for your department, please ask your department manager to grant you the OSM Manager Role.

## Independent Studies & Learning Contracts

All independent study courses at UNC-Chapel Hill require learning contracts. These contracts stipulate the number of hours per week of work expected from the student, the number of required meetings between the instructor and the student during the term, reading and writing assignments and their due dates, assessment information specifying how the final grade will be calculated, and a brief work plan.

For more information about independent studies and learning contract policies, visit the [UNC Catalog](#).

In 2017 the Office of Undergraduate Curricula began piloting a new digital learning contract system similar to the Online Syllabus Manager. The [Online Learning Contract Manager](#) (OLCM) enables departments to generate, review and approve learning contracts online. For more information about joining the OLCM pilot, contact [Hannah Summers](#) or visit the [Office of Undergraduate Curricula website](#).

## Final Exams

All undergraduate courses offered at UNC-Chapel Hill must include a final assessment (i.e. final examination) unless the Provost has granted an exception. A traditional final exam is written, is administrated at a predetermined time as specified in the final examination schedule,<sup>1</sup> and takes place at a designated location (normally the classroom in which the course meets during semester). For graduate and professional level courses, final examinations, which may or may not be written, may be given at the option of the college/school dean and the instructor.

Only regularly enrolled members of the class whose registration has been certified by the Office of the Registrar may take the final examination in any course. Instructors may arrange a suitable time for make-up final examinations upon receipt of a signed examination excuse from the dean of the school in which the student registered.

The [memo outlining the UNC examination system](#) is available on the Registrar's website.

## Grades

The primary instructor of a class is the sole authority for reporting and/or changing a course grade. In all cases, an approved grading Proxy may enter grades on behalf of a faculty member or Dean. A grading Proxy cannot approve grades or submit grade changes; only the primary instructor or the second level approver may do so. Grades are due within 72 hours (three calendar days) following the scheduled date of the final examination. Each student whose name is listed on a grading roster is validly registered for

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<sup>1</sup> Available by term on the Registrar's website under [Academic Calendars](#).

the section and must receive a grade appropriate to the grade type for which they are registered. More information about [Grading Policies and Regulations](#) is available on the Registrar's website.

Students with undergraduate classifications should be assigned grades using the undergraduate grading system. Students with graduate classifications should be assigned grades using the appropriate graduate or professional grading system.

Only the undergraduate and professional programs accrue quality points and so report a grade point average (GPA). The grading system for graduate students does not accrue any quality points so there are no grade point averages reported for graduate programs. The following undergraduate and graduate grading systems apply:

#### Undergraduate Students:

- Letter grades of A, B, C, D, and F are used.
- Pluses and minuses may be assigned to grades of B and C.
- Minus may be assigned to an A, and plus may be assigned to a D.
- Temporary grades of IN or AB must be cleared by the last day of finals for the next regularly scheduled semester or the instructor provided deadline, whichever is earlier
- Courses with a grade (*or notation*) of PS, SP, BE, W or PL are ignored in establishing the quality point average.

#### Graduate Students:

- **H**– High Pass
- **P**– Pass
- **L**– Low Pass
- **F**– Fail
- **IN**– Work Incomplete  
A temporary grade that converts to an F\* unless the grade is replaced with a permanent grade by the last day of classes for the same term one year later.
- **AB**– Absent from Final Examination  
A temporary grade that converts to an F\* unless the grade is replaced with a permanent grade by the last day of classes for the same term one year later.

Graduate students enrolled in courses numbered 099 and below (*prior to Fall 2006*) and 399 and below (*starting with Fall 2006*) should receive undergraduate grades. Undergraduates enrolled in any graduate-level course should receive an undergraduate letter grade.

The Registrar's website includes a [complete list of authorized grades](#), as well as a [grading manual](#) and [help guides for faculty](#). Additional information regarding grading policy is available in the [University Catalog](#).

#### Add/Drop Procedures

Changes in student schedules should be made during the first five days of a given semester (or the equivalent 1-2 days in summer terms). During this window, students may add and drop courses in ConnectCarolina without going through a department or staff member. After the first five days of the

semester, the addition of a course to a student's schedule requires the permission of the offering department or course instructor and a manual enrollment action by the department. Ten days into the semester departments lose the ability to enroll students and an add/drop form is required for all schedule changes. Students can obtain these forms from their academic advisor, department, or school.

More information about adding courses is available on the [Registrar's website](#).

Undergraduate students may drop courses using the registration system during their online access period but must maintain full-time student status (at least 12 credit hours). Graduate students may drop courses in ConnectCarolina during the first eight weeks of the semester.

More information about dropping courses is available on the [Registrar's website](#).

### Course Audit Procedures

Both UNC students and non-student community members are allowed to audit certain UNC courses. Course audits can only be requested after the last day for students to add classes in ConnectCarolina, and are contingent on permission of the course instructor and offering department. UNC students should also meet with an academic advisor. An add/drop/audit form should be used to submit all audit requests; non-UNC students must also complete a Bio-Demographic form (available from the University Registrar). More information about UNC course audit policies is available on the [Registrar's website](#).

## Module 2: Department Scheduling Officer

This module covers to the basic tasks related to course scheduling. Please be sure you have completed the required training for the systems described in this section. More information is available in the "Required & Recommended Trainings" section of this guide.

The Department Scheduling Officer oversees all courses offered by the department in all four yearly terms (fall, spring, and summer). In this capacity, the role works closely with the faculty administrative team member(s) who solicits teaching preferences and creates the schedule of courses for each term before inputting the necessary data into ConnectCarolina and 25Live. In addition to scheduling courses in ConnectCarolina and 25Live, this role is responsible for keeping accurate records of past course schedules, for managing course distribution and ensuring the department remains in compliance with College and University guidelines, and for managing all room requests, including the scheduling of department or unit controlled after-hours classrooms.

### Scheduling Best Practices

Below are a few important items related to classroom scheduling referenced in this [memo from the Provost](#) in conjunction with guidelines from the UNC System Office. Additional information is available on the [Registrar's Classroom Scheduling page](#).

1. Classrooms should be occupied a minimum of 35 hours per week
2. 65% of the workstations should be used.
3. The university uses five standard meeting times, as follows:
  - 50 minutes, MWF
  - 75 minutes, TTH
  - 3 hours, one day per week
  - 50 minutes, four days per week (e.g., language classes, select science classes)

- 50 minutes, one day per week
4. Classes with non-standard schedules result in incomplete use of classrooms because they overlap multiple time slots and block full use of the rooms. As many classes as possible should adhere to the above standards.
  5. All classes must adhere to the contact hour requirements used to determine credit hours (see [UPM 29](#)). There must be a minimum of 750 minutes of instruction (contact) per credit hour.
  6. To the greatest extent possible, one-day-per-week classes starting prior to period 7 should be paired with other once-per-week classes in order to fill that time slot throughout the week. This may be done within the department or with other departments.
  7. To the greatest extent possible, all classes regardless of length should begin at the [official starting times](#). Any remaining classes with non-standard meeting patterns should still adhere to the same starting times to preserve accessibility for other classes in the rooms.

### Course Numbering Rules

There are a handful of course numbering conventions of which all scheduling officers should be aware. The most common are listed below. For a complete list of course numbering rules, refer to [UPM 4](#).

- **050-089** First Year Seminars<sup>2</sup>
- **190, 290, 390** Undergraduate Special Topics Courses
- **193, 293, 393** Undergraduate Internships and Practica
- **195, 295, 395** Undergraduate Research Courses
- **490, 590, 690** Undergraduate/Graduate Special Topics Courses
- **493, 593, 693** Undergraduate/Graduate Internships and Practica
- **495, 595, 695** Undergraduate/Graduate Research Courses
- **496, 596, 696** Undergraduate/Graduate Independent Study/Reading Courses
- **691H, 692H, 693H, 694H** Senior (Undergraduate) Honors Thesis
- **697, 698** Capstone Courses (*Undergraduate*)

### Scheduling Semesters

Scheduling a semester involves more than entering individual sections into ConnectCarolina. This is where you will work closely with the faculty administrator in your department/unit who is responsible for soliciting instructor teaching preferences and selecting which courses will be entered (by you) into ConnectCarolina.

Course Schedule Maintenance (CSM) is the window during which departments can enter course information into ConnectCarolina. The rough CSM dates are as follows:

	Summer Terms	Fall Term	Spring Term
<b>Course Schedule Maintenance (CSM) Begins</b>	Oct 1	Oct 1	April 1

<sup>2</sup> For more information about first year seminars, refer to the “Scheduling First Year Seminars” section below or the “First Year Seminars” section in Module 3 of this guide.

**Course Schedule Maintenance (CSM) Ends**

Nov 15

Jan 2

Jun 30

These dates remain more or less the same from year to year, though deadlines that fall on a weekend or university holiday will typically be rolled to the next working day. In the event that changes are made to these dates a notice will be sent from Renee Sherman to all scheduling officers. Your faculty administrator and/or your predecessor should be familiar with the process by which your department/unit solicits instructor teaching preferences and shapes them into a rough draft of the final schedule.

It is important to note that the courses available in ConnectCarolina for a newly opened term will have rolled from the previous semester (spring rolls to spring, fall to fall, etc.) and may not reflect all the courses available in your department/unit. **Do not be alarmed if you don't see all your courses the first time you navigate to the Maintain Schedule of Classes page for a new term.**

Once Course Schedule Maintenance closes for a given term, the Registrar's Office will begin making classroom assignments and other adjustments. You will not be able to edit courses in ConnectCarolina at this time without going through their office. To request edits to a course outside of Course Schedule Maintenance, submit a [Scheduling Request](#).

Extended Course Schedule Maintenance (ECSM) occurs when the Registrar has finished assigning General Purpose Classrooms and reopens the system for additional department/unit edits. The rough Extended Course Maintenance dates are as follows:

	Summer Terms	Fall Term	Spring Term
<b>Extended Course Schedule Maintenance (ECSM) Begins</b>	Dec 1	Feb 28	Sept 18
<b>Classes displayed on Registrar's website</b>	Dec 5	Mar 4	Sept 23

In the event that changes are made to these dates a notice will be sent from Renee Sherman to all scheduling officers. ECSM is the time when many departments add additional class sections, remove sections due to changes in instructor availability, update course instructors, class notes and enrollment capacities, and set reserve capacities ahead of registration. Extended Course Schedule Maintenance is the last opportunity departments have to edit their semester course list before students are able to view and enroll in classes (registration). See below for the types of edits that can be made during ECSM.

Type of Edit	Available in ECSM	Formstack Required <sup>3</sup>
<b>Add/Cancel a Course or Section</b>	Yes	Yes

<sup>3</sup> When making changes to combined and cross-listed courses we strongly recommend submitting requests via Formstack to make sure all sections of the cross list are updated accordingly.

<b>Add/Remove/Change Instructor or TA</b>	Yes	No
<b>Add/Remove Consent Flag</b>	Yes	No
<b>Adjust Enrollment Capacity</b>	Yes	No
<b>Adjust Reserve Capacities</b>	Yes	No
<b>Add/Remove Notes</b>	Yes	No
<b>Change Topic ID</b>	Yes	No
<b>Change Free Format topic</b>	Yes	No

### Scheduling Individual Class Sections

The ConnectCarolina Course Management Access training provided by the Registrar goes over how to schedule individual classes in ConnectCarolina.

### Scheduling Recitations & Labs

Recitations (referred to by some departments/units as recitation sections or just sections) are small, in-person classes where students have the chance to review lecture material in company with their classmates. These are typically scheduled as non-enrolling components of larger lectures where the course instructor may not be able to interact with each student individually. Recitations are typically, but not always, led by graduate student teaching assistants in the department.

Labs follow a similar scheduling convention to recitations, though not all labs are scheduled as non-enrolling components of lectures. If you have never worked with or scheduled a recitation or lab section before, we strongly encourage you to contact another Student Services Manager or the [Scheduling Team](#) for guidance. For information about course and section numbering conventions, refer to the “Course Numbering Rules” section of this guide.

### Scheduling Cross-Listed & Combined Sections

**Cross-listed courses** are coded at the catalog level and identify multiple ways that students can register for the same course. Cross-listed courses are divided into sponsors (the department/unit responsible for making content updates in CIM and the catalog) and non-sponsors (department/unit with seats in the course but no content responsibilities). Students can register for either a sponsor or a non-sponsor section and receive credit for the course. For example: in POLI-WGST 217 students can enroll under either POLI 217 or WGST 217, but the course has the same assignments and learning outcomes, and students will receive credit for the course regardless of the section in which they enroll.

**Combined sections** is the function in ConnectCarolina used to schedule more than one course section in the same classroom. Combined sections are most often used for cross-listed courses (described above) but may also be used to combine graduate and undergraduate level courses or honors and non-honors courses that have different assignments and/or learning outcomes. If you have course sections that should be combined, contact the [Scheduling Team](#) to confirm they have been accurately entered in the combined section table.

A note about **faculty teaching loads** and **department seat credit** for cross-listed courses:

- **Faculty teaching loads** are based on the number of courses taught by the individual instructor; instructors may offer courses outside their home department (as in the case of a cross-listed or combined section course) and still receive credit towards their teaching load.

- **Department seat credit** (also referred to as enrollment credit) is based on the number of students enrolled in a given section. For cross-listed courses, this means the department should count the number of seats in their section and not the total enrollment of all sections combined under the cross-list. Seat allocations in cross-listed courses are determined by the units involved in the cross-list and can be changed according to instructor or department needs.

## Special Courses in the IDEAs in Action Gen Ed Curriculum

### Scheduling First-Year Seminars

First-Year Seminars (FY Seminar) are designed for incoming first-year students with no prior college experience. Students join distinguished faculty members who are active scholars and accomplished teachers in small classes (24 seats) that offer an introduction to the intellectual life of the University. Many academic units have a minimum number of FY Seminar class sections (Minimums) they must offer each academic year.

Instructors who want to offer a brand new FY Seminar must offer it for the first time under a special topics number (89). They are required to submit an [FYS Prospectus Form](#) with an attached syllabus no later than March 1 (for the upcoming fall term) or no later than October 1 (for the upcoming spring term). Similar to other topics courses, the same XXXX 89 topic can only be offered two times before a course proposal to establish a permanent number for the course must be submitted in CIM-Courses.

More information is available on the UNC First-Year Seminar [web page](#). For questions about scheduling, registration, and department minimums, please contact the First-Year Curriculum Specialist, [Ben Haven](#).

### Scheduling First-Year Launch Courses

First-Year Launch (FY Launch) courses provide an introduction to a discipline or field of study that directly relates to a major offered at UNC-Chapel Hill. These courses are a version of an already existing introductory level course in a department's inventory; however, they are smaller in scale (35 seats) and typically incorporate more student-centered active learning strategies. Many academic units have a minimum number of FY Launch class sections (Minimums) they must offer each academic year.

FY Launch courses share the same course number as the standard version of the course, but departments schedule their FY Launch class sections using the 01F-99F section number range. Please note that approval must be received in CIM-Courses before a department can schedule a FY Launch section of a course.

More information is available on the Office of Undergraduate Curricula's [website](#). For questions about scheduling, registration, and department minimums, please contact the First-Year Curriculum Specialist, [Ben Haven](#).

### Scheduling Triple-I Courses

Ideas, Information, and Inquiry ("Triple-I") courses bring together three professors from different departments to examine common themes from multiple disciplinary perspectives. The Office of Undergraduate Curricula schedules Triple-I sections. Many academic units have a minimum number of participating instructors (Minimums) that must teach Triple-I each academic year.

More information about this required component of the IDEAs in Action curriculum is available on the Office of Undergraduate Curricula's [website](#) and the [IDEAs in Action website](#). For questions regarding

course composition, scheduling, and department minimums, please contact the First-Year Curriculum Specialist, [Ben Haven](#).

### Reserve Capacities

Reserve Capacities (also called enrollment requirement groups) are a way of limiting a certain number of seats in a given section to a certain group of students. Your department/unit may have specific reserve capacity guidelines already in place. The Registrar has provided a complete [guide on using reserve capacities](#). If you would like to create a NEW reserve capacity, please contact the [Curriculum Team](#).

### Requesting Classrooms

The Registrar currently uses the [25Live](#) software to schedule all sections and events that require an instructional facility or classroom. All General Purpose Classrooms (GPCs) in the College are included. Classrooms and instructional facilities in one of the professional schools may be subject to different scheduling rules. For specific information about those spaces, contact the [Scheduling Team](#).

More information, including a user's guide, about 25Live is available on the [Registrar's website](#). Staff are encouraged to join the [UNC 25Live Teams site](#) for additional support and resources. Questions can be directed to [Rebecca Jones](#) or the [Scheduling Team](#).

### Priority Scheduling Rooms

Priority scheduling rooms, also referred to as department or unit controlled after-hours classrooms, are General Purpose Classrooms managed by individual department/units on weekdays after 6pm and on weekends. Typically, but not always, classrooms of this type are available in 25Live for department scheduling officers to assign as part of standard course schedule maintenance. For a list of your department/unit's priority scheduling rooms contact the [Scheduling Team](#).

### Curriculum Inventory Management (CIM) System

The Curriculum Inventory Management (CIM) system was implemented in August 2018 and enables departments/units as well as faculty to initiate and review changes to their curriculum components. The system now constitutes two parts: CIM Courses and CIM Programs. For more information about user roles, as well as current user guides, please visit the [Registrar's CIM page](#). If you would like to set up a one-on-one training session, please contact the [Curriculum Team](#).

#### CIM-Courses

The University uses the Curriculum Inventory Management (CIM) system to submit, review, approve, and process all course proposals. This includes new courses, changes to existing/active courses, and requests to deactivate or reactivate courses. All materials for undergraduate course proposals (numbered 50 – 699) must be submitted by **October 15** to be approved, effective with the following fall semester (to align with the beginning of the academic year), and included in the next *Undergraduate Catalog*. Graduate course proposals (numbered 700-999) should be submitted by **January 15**. Please [visit the Undergraduate Curricula website](#) for more information about CIM-Courses.

#### CIM-Programs

The University uses the Curriculum Inventory Management (CIM) system to submit, review, approve, and process all program proposals. This includes new program submissions, changes to existing/active undergraduate majors, minors, and concentrations, and requests to deactivate

programs. All materials for undergraduate program proposals must be submitted by **October 15** to be approved, effective with the following fall semester (to align with the beginning of the academic year), and included in the next *Undergraduate Catalog*. Further information and submission instructions can be found [on the Undergraduate Curricula website](#).

## University Catalog

Departments/units edit their sections of the [University Catalog](#) (both Undergraduate and Graduate) annually in the spring semester. Campus units make updates using the online Catalog Management System (“CAT” for short). User roles and access to CAT are managed by the Registrar’s Office. Additional information about Catalog editing resources can be found on the [Registrar’s website](#). The production schedule for departments/units begins February 1 and ends March 15.

**Please note**, departments/units cannot make changes to their course inventory or undergraduate program requirements when editing the catalog; these must be submitted through CIM (see CIM section above). All CIM proposals are routed to the appropriate faculty committees for review (e.g., Administrative Boards of the General College and College of Arts and Sciences).

## Useful Queries

A query is an end user reporting tool that enables you to extract specific information from ConnectCarolina in the form of an Excel spreadsheet. Queries can be run in ConnectCarolina by following this navigation path: Home > Student Admin Menu > Reporting Tools > Query. The Registrar can also run queries upon request. Commonly used queries include:

1. NC\_SR\_ACT\_CROSS\_LIST\_CRSES: Active cross-listed courses
2. NC\_SR\_CROSS\_LIST\_BY\_TERM\_CS: Active cross-listed class sections scheduled
3. NC\_SR\_ACT\_CRSES\_GE\_ATTRS: Active courses with GE attributes
4. NC\_SR\_WAITLIST\_BY\_SUBJECT: Class sections with waitlist by subject
5. NC\_SR\_ACT\_CRSES\_LST\_ENRL\_TRM: Last term active courses had enrollment
6. NC\_SR\_CLASS\_WO\_APPROVERS: All scheduled sections without grade approver
7. NC\_SR\_GRADE\_ROSTER\_STATUS: Grade status for classes during the grading period

## Module 3: Department Undergraduate Administrator

This module covers anything not discussed in the previous two modules involving general undergraduate students and services. Some of these services include: support for members of your faculty administrative team; managing course evaluations for your department/unit; interpreting policy for faculty, staff, and graduate students; piloting new programs on behalf of the College; attending required trainings and meetings; managing all undergraduate outreach programs and events in your department; and maintaining good working relationships with campus partners.

## Course Evaluations

Student Evaluations of Teaching (SET), often referred to simply as course evaluations, for all units in the College of Arts and Sciences are managed by Heather Thompson ([heather\\_thompson@unc.edu](mailto:heather_thompson@unc.edu); 919-445-8859), the Course Evaluation Coordinator for the College of Arts & Sciences. Departments are responsible for selecting courses to be included, and verifying instructor and course data is accurate prior to each semester’s evaluation cycle. This process is managed through the Blue course evaluation software. Professional schools manage their own evaluations. For further details on the course

evaluation process and contact information for professional schools, visit the [Office of Undergraduate Curricula website](#).

### Honors Carolina & Senior Honors Theses

Many academic units have a minimum number of honors sections they must offer each academic year for students in the Honors Carolina program. For more information about honors sections relating to your department, contact [Jason Clemmons](#), Director of Curriculum, Recruitment, and Operations.

The [Honors Carolina Faculty & Staff Handbook](#) provides information about the policies, procedures, and important dates associated with honors course scheduling and registration, and the Senior Honors Thesis process.

Students who wish to graduate from Carolina with honors or highest honors must complete a senior honors thesis project in their major field(s) of study. Such students need not be members of Honors Carolina, but must meet academic eligibility standards set by Honors Carolina and the individual departments, curricula, or professional schools that sponsor senior honors thesis programs. More information about the Senior Honors Thesis process is [available online](#).

### Summer School

Students can enroll in up to 8 hours per summer term in Summer School. To register for 9 hours requires an academic dean's approval. Two five-week sessions, first session (SSI) and second session (SSII), and one three-week Maymester session (MM) are available. First session and Maymester run concurrently. Students can take only one Maymester course, and it is strongly recommended that students in a Maymester course not enroll in a summer session 1 course because of the hefty time commitment. Course descriptions by department are available on the [Summer School website](#) in mid-December to help students refine their schedules. For questions, please email [summer\\_school@unc.edu](mailto:summer_school@unc.edu) or call 919-966-4364.

### Study Abroad

The Study Abroad Office directly supports UNC students who take courses internationally for academic credit during the fall, spring, summer, and/or year-long terms. To learn more about study abroad registration (YAP and ISP placeholders), academic credit (Faculty-Led Graded Credit and TREQ Credit), and department course approvals (Major/Minor/Language/Gen Ed Credit) please visit the [Study Abroad Website: Faculty & Staff](#). Please feel free to email general questions to [abroad@unc.edu](mailto:abroad@unc.edu). For questions regarding Study Abroad programs with Honors Carolina or Kenan-Flagler Business School, please reach out to [Honors Study Abroad](#) or [Kenan-Flagler Business School Undergraduate Global Programs](#) directly.

### Transfer Student Support

More information can be obtained from the [Office of Undergraduate Admissions](#) or [Luke Fayard](#), the Transfer Student Coordinator.

### Commencement

Commencement is held twice a year: once in December for winter graduates and once in May for spring graduates. For more information about these events, please visit the [commencement homepage](#). Outside of these two University-wide ceremonies, most departments/units have individual ceremonies for their majors and minors. Contact your predecessor and/or department manager to find out what sort of ceremony your department offers and what your involvement will be. For campus wide

Commencement updates and information (including venue reservations), we recommend contacting [Julie Truluck Thompson](#) in the Office of University Events to be added to their listserv.