Dear Spring 2023 FY Seminar and FY Launch Instructors:

This memo provides helpful information about enrollment policies/procedures and resources to assist you with teaching next semester.

First-Year Seminar & First-Year Launch Enrollment

Who is Eligible to Enroll?

- Only first-year students (and transfer students who transferred <24 post-high school college course credits) may enroll.
- Students may only enroll in 1 First-Year Seminar or 1 First-Year Launch during their time at UNC.
- ConnectCarolina prevents...
  - students who are ineligible from enrolling in a FY Seminar or Launch
  - students from enrolling in a 2nd FY Seminar or Launch

Overenrolling: After Open Enrollment (Fri, Nov 18): you may overenroll your class up to two students beyond the seat cap (leaving the seat cap the same) without the need to contact the Associate Dean for First-Year Curriculum if the student is eligible and there is room in your classroom. You can send the student’s name and PID to your student services manager (SSM) to take this action on your behalf. Please relay these instructions to your SSM:

Quick Enroll: 1) under “General Overrides” tab: make sure “Requisites” box is unchecked, 2) under “Class Overrides” tab: check “Closed Class” box. If you have issues enrolling the student, feel free to follow up with Ben Haven who can check the student’s eligibility status.

Waitlists/Adding Students: FY Seminars and FY Launches don’t have waitlists; however, you can ask your department’s SSM to add an “Instructor Consent” requirement to your section beginning the first day of class (Monday, 1/9/2023). You can then provide a list of students to your SSM who should be able to override the instructor consent to register the student/s into your class on your behalf. SSM should confirm that the student is a qualifying first-year before registering them (contact Ben Haven with questions).

Enrollment Issues: If a student is eligible and they are unable to freely enroll in your FY Seminar or FY Launch with available seats, they can check the FAQ page (see Registration and Credit section) for answers to common enrollment questions or contact Ben Haven.

Sophomores and Juniors in Your Class: It may seem like there are sophomores and juniors in your ConnectCarolina class roster. However, please be assured that these students are first-year students. Connect Carolina class rosters classify students by credit hours earned, so a first-
year student with by-exam (BE) credit and/or transfer credit may appear as a sophomore (30 or more hours) or junior (60 or more hours) on a roster.

Teaching, Funding, & Assessment

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

**Class Features Tool:** Instructors can provide students with additional information about their classes in ConnectCarolina using Class Features. 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 and a brief instructional video can be found [here](#).

**Community Standards:** See the Carolina Together [website](#) for the most up-to-date information on COVID-19 Community Standards and operations.

**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. After reading the rules in our [Funding Manual](#), click [here](#) to apply. Since the FY Launch program is brand new, we are currently soliciting donations to support course enhancement funding.

**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.

**Student Evaluations of Teaching (SET):** All FY Seminars and FY Launches will be evaluated electronically through Explorance Blue during the final two weeks of class. FY Seminar have a specific student evaluation instrument that is used for all classes in the program. FY Launch use the same instrument as the standard version of the class in the department. As part of the IDEAs in Action Curriculum, both instruments have four additional questions added to address their student learning outcomes.

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 FY 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](#) offer students writing coaching, academic coaching, and peer tutoring appointments along with ADHD/LD, STEM, and English language support. See [here](#) for a list of recommended ways to connect your students with the Writing and Learning Center,
including helpful guides. 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, kabels@unc.edu.

Questions and Help

- FY Seminar Policies and Procedures
- FY Launch Policies and Procedures
- Students with registration questions: FAQ page (“Registration and Credit” section)
- Student eligibility questions: Ben Haven

We wish you a successful spring seminar!

Li-ling Hsiao
Associate Dean for First Year Curricula