



OFFICE OF UNDERGRADUATE CURRICULA APRIL 2023 MEMO

Hello, all,

We hope everyone is doing well! Please read below the April 2023 OUC updates for [general curriculum news](#) and [updates specific to the College of Arts and Sciences](#).

Per usual, last month's update is [archived on our website](#). As a reminder, the following information is intended for Academic Advisors, Directors of Undergraduate Studies, and Student Services Managers on behalf of the Office of Undergraduate Curricula. Please share this memo, or specific content from this memo, with other individuals in your unit to whom this information might apply (e.g., all faculty/instructors). To add individuals to this distribution list, please fill out this [form](#).

If you have any questions or concerns, please feel free to reach out to a [member of the OUC team](#)!

Sincerely,

[The Office of Undergraduate Curricula](#)

HIGHLIGHTS FROM THE APRIL 2023 MEMO

- Wednesday, 3-15-2023 was the **deadline to revise and submit Catalog pages** to workflow.
- Friday, 3-31-2023 was the deadline for Catalog approvers to **review and approve Catalog pages**.
- Undergraduate **registration for summer 2023** began on Thursday, 3-23-2023.
- The first wave of undergraduate **registration for fall 2023** began on Monday, 3-27-2023.
- **Transfer Credit Reevaluation (TCRE)** request Peak Season is Here.
- Policy reminder: **Retain instruction records for 1 year**.
- The **spring 2023 SET selection process** began on Monday, 3-6-2023 (College only).
- The **OLCM** is now open for summer and fall 2023 (College only).

GENERAL CURRICULUM NEWS

Curriculum Proposals, CIM, & CAT:

2023-2024 Catalog Editing

The 2023-24 [Catalog Production](#) schedule began on Wednesday, 2-1-2023. The CAT editors and CAT approvers from each department/school received a message from the UNC Catalog team in February with additional information about the process. Key dates and deadlines:

- **3-15-2023:** Deadline for department/unit Catalog editor(s) to make changes and submit Catalog page(s) to workflow for approval.

- **3-31-2023:** Deadline for department/unit Catalog approver(s) to review and approve Catalog page(s).
- **6-1-2023:** Next Catalog is published.

To check the status of your Catalog page(s), follow the steps below:

1. Login to the Next Catalog: <https://nextcatalog.unc.edu>
2. Navigate to the specific Catalog page.
3. Select the **'Edit Page'** icon in the top left corner of the screen. The editing toolbar will open.
 - a. If the **'Start Workflow'** button (in the bottom right corner of the screen) is **gray**, then the page has been submitted to workflow.
 - b. If the **'Start Workflow'** button (in the bottom right corner of the screen) is **green**, then the page has not been submitted to workflow. Review the content, make edits (if necessary), and select the green **'Start Workflow'** button.
4. Repeat steps 2-3 for all your Catalog pages.

The Office of Undergraduate Curricula will also send a reminder email to departments who have not yet started workflow on their Catalog pages.

CIM-Course and CIM-Program Proposal Updates

Thank you to all the faculty and department staff who submitted undergraduate course and program proposals in CIM by the 10-17-2022 extended deadline! The Course Committee reviewed ~250 course proposals during the 2022-23 Academic Year! The goal is to finish entering decisions from the March 28th meeting in CIM by early April 2023. Questions about course proposals can be directed to [Hannah Summers](#). Questions about program proposals can be directed to [Nick Siedentop](#).

You can view the status of a **course proposal** in CIM: <https://nextcatalog.unc.edu/courseadmin/>

You can view the status of a **program proposal** in CIM: <https://nextcatalog.unc.edu/programadmin/>

New Gen Ed Course Proposal Resources Webpage

The Office of Undergraduate Curricula recently developed a new webpage for resources related to IDEAs in Action Gen Ed course proposals. The webpage includes development guides and links to additional resources. Syllabi examples will also be posted in the coming months. We encourage all departments to explore these resources: <https://curricula.unc.edu/gen-ed-course-proposal-resources/>!

IDEAs in Action & Registration: Summer 2023 & Fall 2023 Reminders:

Summer & Fall 2023 Registration Reminder

Undergraduate registration for summer 2023 began on **Thursday, 3-23-2023**. The first wave of undergraduate registration for fall 2023 began on **Monday, 3-27-2023**. Departments are encouraged to share [undergraduate registration information](#) on the Registrar's website and the [summer and fall 2023 academic calendars](#) with their students and faculty.

Class Features Tool for Summer & Fall 2023

Instructors are encouraged to utilize the [Class Features tool](#) in ConnectCarolina to provide students with additional information about their summer and fall 2023 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](#).

SSM Scheduling & Registration Support Webpage

The Office of Undergraduate Curricula has a [resource page](#) available for student services staff. The page includes frequently asked questions related to scheduling and registration, and links to additional campus resources such as training classes, calendars, reference guides and more.

Campus Life Experience Requirement: Advertise your Department Events

Campus Life Experience (CLE) is supported by Student Affairs and collaborates with IDEAs to help students experience the co-curricular elements of UNC's campus and integrate these experiences with their learning at Carolina. Only CLE events submitted and approved in Heel Life will count for a student. Both student organizations and faculty and staff will be able to create events and request that they be reviewed to count as a CLE. Please visit the [Campus Life Experiences website](#) for more information.

Transfer Credit Reevaluation (TCRE) Reminders:

TCRE 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. Current students may be submitting requests as they identify missing prerequisites during registration over the next several weeks and incoming transfer students may be relying on these reevaluations for prerequisite courses and other credit so they can plan their Fall 2023 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](#).

Policy Reminders:

Retain Instruction Records for 1 Year

Per the [UNC General Records Retention and Disposition Schedule](#), records documenting examinations, tests, term papers, and other course work completed by but not returned to the student **must be retained for 1 year after completion of course**. The records may be destroyed 1 year after completion of course for uncontested grades results. For grades that are challenged, the records may be destroyed after resolution of the challenge.

Deadline for Clearing a Temporary Grade of AB or IN

Temporary grades should be cleared by completing the work outstanding, preferably no later than the start of the following semester. The deadline for clearing a temporary grade of AB or IN is the last day of finals for the next regularly scheduled semester or the instructor-provided deadline, whichever is earlier. Previously, the deadline for AB grades and the deadline for IN grades were different. The updated policy is included in the [Catalog](#).

COLLEGE OF ARTS & SCIENCES NEWS

Student Evaluations of Teaching (SET) Reminders:

Spring Course evaluations open **Monday, April 17, 2023** (one week earlier for BIOL & CHEM labs and IDST 101). Instructors should have already received emails from the system last week informing them of evaluation dates. The full College SET Schedule is available [on our website](#).

We encourage all departments to share [this resource for instructors](#) with everyone teaching this semester (TAs included) and let them know that if they have not yet received communications about their courses, they should email cas_evaluations@unc.edu if their course sections were supposed to receive an evaluation.

You can find most information about SET processes on the website. Questions can be directed to cas_evaluations@unc.edu.

Online Learning Contract Manager (OLCM):

The [Online Learning Contract Manager](#) (OLCM) tool opened for summer I & II and fall 2023 contracts on **Thursday, 03-09-2023**. Departments are encouraged to review their system roles (coordinator, chair, and scheduling officer roles) and submit any new users or access updates to [Hannah Summers](#) in the Office of Undergraduate Curricula via email. Departments that would like to request a later open date or an earlier closing date can also do so by emailing Hannah. The system will close for all users at 11:59pm on the census date for each term.

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/>

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!*