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

Dear Fall 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.

FY Seminar & FY Launch Enrollment

Who is Eligible to Enroll?
- Only first-year students (and transfer students who completed <24 post-high school college course credits at another institution before their first semester here) may enroll.
- Students may only enroll in 1 FY Seminar or 1 FY Launch during their time at UNC.
- ConnectCarolina prevents…
  - ineligible students from enrolling in a FY Seminar or FY Launch
  - students from enrolling in a 2nd FY Seminar or FY Launch

Summer Enrollment Process
- We pre-registered incoming FY students into FY Seminars and FY Launches based on their preferences indicated in the FY Pre-Registration Survey; most sections are nearly full.
- The Registrar will release the remaining seats in each class evenly across the four registration sessions in July and August for incoming FY students, with all available seats accessible to FY students on Fri, Aug 4.
- If your class was added to the schedule late, you may not have as many students enrolled; your open seats will also be released evenly across the FY registration sessions.
- All enrollment caps should be back to normal levels (most FY Seminar = 24 seats; most FY Launch = 35 seats) by FY Open Enrollment on Fri, Aug 4. Meanwhile, we ask that FY students be able to freely enroll in available seats during their registration sessions.

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. ConnectCarolina 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.

Overenrolling: After Open Enrollment (Fri, Aug 4): 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, August 21). 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. If this doesn't help them, they can contact [Ben Haven](#).

Teaching, Funding, & Assessment

Syllabus Guidelines and Template: 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 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.

IDEAs in Action Student Learning Outcomes: Each requirement in the IDEAs in Action curriculum (including the FY-Seminar/FY-Launch requirement) has a set of standard Student Learning Outcomes (SLOs). Use these instructions for adding SLOs to your syllabus for approved Gen Ed requirements.
1. Search for your course [in the Catalog](#) or check Faculty Center in ConnectCarolina. Approved IDEAs in Action attribute codes & descriptions will be listed on your course. If you are teaching a special topics class (i.e., numbered 89), check Faculty Center in ConnectCarolina for the approved attributes.
2. For each approved Gen Ed attribute, add the [Student Learning Outcomes from the Catalog](#) to your syllabus.

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 an instructional video can be found [here](#).

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.

Course Evaluations and Direct Assessments of Student Learning Outcomes
All FY Seminar and FY Launch will be evaluated three times.
3. **Early evaluation** during first 1-2 weeks covering early student expectations of the course. We'll be in touch with you about this.
4. **Reflection exercise** during the last week of the semester. We'll be in touch with you about this.
5. **Student Evaluations of Teaching (SET)** distributed to all students in all courses during the final two weeks of classes. 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.
6. **S**ome FY Seminar and FY Launch will be randomly selected to conduct a **direct assessment** of how courses are meeting certain learning outcomes. Data gathered includes descriptions of the final assignment, grading rubrics for the final assignment, and instructor explanations for how the assignment meets the learning outcomes. The Associate Dean of First-Year Curricula will contact instructors of the selected courses after the semester is over to begin this process.

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 Centers, 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 fall seminar!

Li-ling Hsiao
Associate Dean for First Year Curricula