Office of Undergraduate Curricula July 2024 Memo

Hello, all,

Please read below the July 2024 OUC updates for general curriculum news, updates specific to the College of Arts and Sciences, and specific updates to be shared with faculty and instructors.

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 reach out to a member of the OUC team.

Sincerely,

The Office of Undergraduate Curricula

HIGHLIGHTS FROM THE JULY 2024 MEMO

- OUC Directory Updates Reminder
- Meet the OUC Team
- Summer & Fall 2024 Scheduling & Registration Reminders

Role & System Updates

Directors of Undergraduate Studies (DUS)
Our office maintains a listserv and Microsoft Teams site for directors of undergraduate studies. Please check the Departmental Contacts Directory on our website to review the DUS contact information for your unit. If the name and/or contact information is not correct or if your unit has a new DUS (effective 7-1-2024), please fill out the change request form. Questions can be directed to Nick Siedentop.

Student Services Managers (SSMs)
Our office maintains a Microsoft Teams site for student services managers. Please check the Departmental Contacts Directory on our website to review the undergraduate SSM contact information for your unit. If the name and/or contact information is not correct or if your unit has a new undergraduate SSM please fill out the change request form. Questions related to SSM changes, new SSM onboarding, and general undergraduate student services support can be directed to Genevieve Cecil.

Transfer Credit Re-Evaluation Departmental Reviewers (TCRE Reviewers)

Our office manages the Transfer Credit Re-Evaluation (TCRE) workflow and assists in training new faculty reviewers. Please check the Departmental Contacts Directory on our website to review the **TCRE Reviewer** contact information for your unit (typically a department DUS, faculty advisor, or dean). If the name(s) and/or contact information in your unit is not correct, or if your unit has new reviewers (effective 7-1-2024) please fill out the change request form. Questions can be directed to Heather Thompson.

Online Learning Contract Manager (OLCM)
Certain units within the College of Arts & Sciences use the Online Learning Contract Manager (OLCM) tool to process and approve undergraduate course learning contracts. If your unit manages contracts within this system, please check the Departmental Contacts Directory on our website to review the contact information for **OLCM Coordinators** (typically a DUS or program director) and **OLCM Schedulers** (typically student services staff or a department manager) within your unit. To update your unit's OLCM Coordinators and Schedulers, please fill out the change request form. If your unit does not use OLCM, but is interested in learning more, please reach out to Genevieve!

Online Syllabus Manager (OSM)
The Office of Undergraduate Curricula manages the Online Syllabus Manager (OSM) tool for all College units. Department managers can grant and revoke access to the **OSM Manager role** using the Common Authorization Tool. The OSM Manager role is typically given to SSMs. Please check your current users and remove any who are no longer affiliated with your unit. Our office relies on departments to keep these user lists updated, as they are how we share system updates and information each term. Questions related to OSM can be directed to Genevieve Cecil.

Curriculum Inventory Management (CIM) System
The Curriculum Inventory Management (CIM) system is used to make changes to courses and undergraduate programs (majors/minors). The CIM system follows a standard workflow; users from each academic unit are assigned to individual workflow roles. To review a list of your current CIM users, please visit the CIM and CAT user roles page. A Formstack link is available on this webpage to update your CIM users. Thank you! Questions related to CIM roles and updates can be directed to the Registrar's Curriculum Team.

College Student Evaluations for Teaching (SET) Selection and Reporting Access
Our office manages the Blue Course Evaluation system for the College, which includes maintaining user access for CAS Department users who complete course selection or have access to SET reports. Please check the Departmental Contacts Directory on the Office of Undergraduate Curricula's website to review the **SET Coordinator** and **SET Report Viewer** contact information for your unit (note that Department Chairs will always have report viewing access and this is not list on Contact Directory, they will only appear if they also have SET Coordinator access). If the name(s) and/or contact information for any SET users is not correct, or if your unit has new SET Users (including those effective 7-1-2024) please fill out the change request form. Thank you! Questions related to SET access can be directed to Heather Thompson at cas_evaluations@unc.edu.

MEET THE OUC TEAM!

Ben Haven | First-Year Curriculum Specialist | bhaven@email.unc.edu
Areas of Responsibility: First-Year Pre-Registration, First-Year Seminar and First-Year Launch Programs, SPCL 395 (graduating seniors), Triple-I Program

Click here to learn more about Ben!

Heather Thompson | Course Evaluation Coordinator | heather_thompson@unc.edu
Areas of Responsibility: Course Substitution Committee, Non-UNC Global Language Credit Requests, Student Evaluations of Teaching (SET), Transfer Credit Re-Evaluation (TCRE)
Click here to learn more about Heather!

Genevieve Cecil | Student Services Specialist | gcecil@email.unc.edu
Areas of Responsibility: First-Year-Thrive Program Scheduling and Registration, First-Year Pre-Registration, Student Services Staff Support and Training
Click here to learn more about Gen!

Nick Siedentop | Curriculum Director | nick_siedentop@unc.edu
Areas of Responsibility: Administrative Boards & Subcommittees, Curriculum Proposals, Office Operations, Undergraduate Catalog, IDEAs in Action Curriculum
Click here to learn more about Nick!

We will be hiring a new Curriculum Specialist in the coming weeks!

GENERAL CURRICULUM NEWS

SCHEDULING & REGISTRATION REMINDERS: SUMMER & FALL 2024

Incoming Fall 2024 First-Year Pre-Registration

As of Wednesday, June 26, the pre-registration process is complete! The Office of Undergraduate Curricula, in partnership with the Registrar, pre-registered incoming fall 2024 first-year (FY) students in up to two FY Foundation classes. Most incoming FY students were assigned seats based on preferences they indicated in the Pre-Registration Survey. The team assigned students who didn't fill out the survey into a section of IDST 101 only, unless they were already enrolled in IDST 101 in summer 2 2024. Students who enrolled late off the waitlist were pre-registered into IDST 101 only. Please note: the last reporting date was June 17; any students who came in later, were in process, or reapplied after this date may not be pre-registered into classes. Separately, Honors Carolina pre-registered incoming honors FY students in Honors FY Foundations and other appropriate classes.

The pre-registration teams reserved seats for FY students in certain fall classes, including FY Seminars, FY Launches, Triple-I, Honors, and some ENGL 105/I and Global Language offerings. Instructors may notice a good portion of seats set aside in these classes are now enrolled. Any seats in FY Foundations classes remaining after pre-registration will be automatically released during the July & August FY registration sessions, along with the other FY seat reserves. All enrollment caps will be returned to their normal levels by FY Open Enrollment on August 2nd.

For the month of July:
- If you need to make changes to a FY Seminar or FY Launch please let Ben Haven know. If you need to make changes to your Honors offerings, let Jason Clemmons know.

- Please do not adjust your FY Seminar or FY Launch seats.
- Please refrain from manually enrolling students (via Quick Enroll) into your FY Seminar/FY Launch classes.

See the Office of Undergraduate Curricula [website](#) for more information about this process.

Important Upcoming Summer Registration Dates
- **July 8-August 2:** Incoming first-year student registration sessions (first-year seats released evenly across these sessions)
- **August 2**: Open enrollment for first-year students
- **August 5:** ConnectCarolina registration opens for all undergraduate students

WANT MORE INFORMATION? CHECK OUT THESE CAMPUS RESOURCES

- Office of Undergraduate Curricula > https://curricula.unc.edu/
- Office of Academic Advising > https://advising.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/