

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

Dear Spring 2024 First-Year Seminar and First-Year 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 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

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, Nov 17): 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 Foundations classes, including FY Seminars and FY Launches, don't have waitlists. If you choose to control enrollment in your class, please wait until the first day of classes (Wednesday, January 10) before you ask your department's SSM to add an "Instructor Consent" requirement to your section. Because First-Year Seminars and Launches have additional eligibility requirements, SSM should confirm that the student is a qualifying first-year before overriding the consent to enroll them (see "Who is Eligible to Enroll?" section above; please 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 open 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 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 still new, we are currently soliciting donations to support course enhancement funding and more information is to come.

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.

- **Early evaluation** during first 1-2 weeks covering early student expectations of the course. We’ll be in touch with you about this.

- **Reflection exercise** during the last week of the semester. We'll be in touch with you about this.
- **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. Both FY Seminar and Launch instruments have questions about meeting the First-Year Foundations learning outcomes. To increase response rates, please set aside 15 minutes at the beginning of one of your class periods during the last two weeks for students to complete course evaluations in class.
- Some 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 spring seminar!

Li-ling Hsiao
Associate Dean for First Year Curricula