

**\*\*\*The following information is being provided to Academic Advisors, Directors of Undergraduate Studies, and Student Services Managers on behalf of the Office of Undergraduate Curricula. Please feel free to share with other individuals in your unit to whom this information might apply.\*\*\***

Good afternoon all,

We hope everyone is doing well this week. Here's to a smooth registration process! The Office of Undergraduate Curricula team has launched a monthly announcement email that consolidates upcoming deadline reminders, opportunities, initiatives, and other curriculum news in one place. Emails will be sent at the start of each month and will be [archived on our website](#) at the end of each month.

To keep these emails a manageable length, many entries will contain links to outside websites where you can view related content in its entirety. We have also coded our announcements using the following color schemes to make sure everyone can access the material relevant to their roles quickly and easily:

- Items under the **YELLOW** header apply ONLY to individuals in the College of Arts and Sciences
- Items under the **BLUE** header apply ONLY to individuals in the Professional Schools
- Items under the **GREEN** header apply to EVERYONE and will always be listed **FIRST**

*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!*

Sincerely,  
The OUC team

[Nick Siedentop](#), Curriculum Director  
[Ben Haven](#), First-Year Curriculum Specialist  
[Heather Thompson](#), Course Evaluation Coordinator  
[Genevieve Cecil](#), Curriculum Analyst  
[James Thompson](#), Associate Dean for Undergraduate Curricula  
[Li-ling Hsiao](#), Associate Dean and Director of First-Year Curricula

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## **GENERAL CURRICULUM NEWS**

### **IDEAs in Action Curriculum Updates**

The Office of Undergraduate Curricula and the Registrar's curriculum team kindly ask that departments refrain from making any non-essential edits to courses in CIM until July 2021, in order to allow the Registrar to finish processing approved IDEAs in Action Gen Eds from Phases 1&2. We intend to have all approved IDEAs in Action gen eds tagged in the system by July 1, so that departments have the most up-to-date information when planning for the fall 2021 CIM editing cycle. Thank you for your assistance!

### **Class Features Tool**

The new [Class Features tool](#) was launched during spring 2021 registration and is now available for fall 2021. The tool gives instructors the ability to provide students with additional information about their class, including the ability to upload a draft syllabus. Over 300 instructors updated over 600 classes in spring 2021. Let's keep this momentum going for fall 2021. Two enhancements that are available for fall include the ability to copy content between sections and between semesters, and the ability to give another individual proxy access to edit the Class Features. More information about these enhancements can be found on the [OUC website](#).

### **Carolina Away**

Thanks again for the careful planning for the fall 2021 curriculum over the past several weeks. All fall 2021 Carolina Away classes have been tagged with the class attribute code 'CA-DL' for 'Carolina Away Distance Learning.' Students can search for these classes in Connect Carolina using this attribute code (similar to searching for a Gen Ed attribute). With these classes, we want to support students who were in Carolina Away and students who may need the flexibility of remote classes or who found particular success in online learning. Approximately half the seats will be reserved during the initial weeks of registration for students facing unique challenges with a fully in-person return through the Carolina Away option.

Undergraduate students seeking support to register remotely are encouraged to send a request by July 1 to be considered for the reserved seats. As we facilitate their placement, we will maintain the reserve capacity for Carolina Away course selection until August 1.

As of Monday May 24, students will see a special tile and landing page in their Student Center of ConnectCarolina ("Resources & Remote Learning Options for Fall 2021"). At that page students can access planning tools, seek additional assistance, and indicate if they have challenges preventing them from a return to in-person instruction in fall. A triage team will evaluate any student requests. Please see the attached for an overview of the student process.

### **2021-2022 Catalog**

The 2021-22 Catalog was published on Friday 05-28-2021 and be viewed at <https://catalog.unc.edu>. (You may need to refresh your browser.) If you have additional questions, please contact [Nick Sidentop](#).

### **Student Services Managers Meeting: June 9, 2021**

The next SSM meeting will be held on Wednesday, 6-09-2021 at 1:00pm. The agenda will be shared about one week before the meeting. To view past meeting agendas and minutes please visit the Office of Undergraduate Curricula [website](#).

### **Block Enrollment and NSO Seat Reserves Update**

The Block Enrollment and NSO Seat Reserve Team remains committed to the original goal behind Block Enrollment – to provide incoming first-year students with a jumpstart to ensure a full 15-17 hour fall schedule. However, the process posed a number of logistical, timing, and staffing challenges amid a high level of uncertainty this year. Therefore, our leadership has approved a plan to only block enroll ENGL 105 in fall 2021. This process will occur between 6-14-2021 – 6-25-2021.

The NSO Seat Reserve Team partnered with academic departments last month to reserve seats in first-year appropriate classes for incoming fall 2021 first-year student enrollment in July. The Registrar's

Scheduling Office has dropped enrollment caps on those sections in anticipation of continuing student registration (begins June 1). *Please note: transfer students will register at the same time as continuing students this year, so there was no need to reserve seats for transfer students.* Continuing students will no longer be able to enroll/adjust their fall 2021 schedules after 7-09-2021. Incoming FY student registration sessions begin on 7-14-2021. At the beginning of each FY registration session, the Scheduling Office will add seats to each of the classes with reserved FY seats until all FY registration sessions are completed, at which point, all seat caps should be back at the original levels. All students will be able to get back in to register for classes and adjust their schedules during open enrollment beginning 8-02-2021.

The team has also developed a support plan to assist incoming first-year students as they consider classes to take in their first semester at UNC, which includes a list of “Suggested FY courses by Gen Ed and by Major” approved by your department that will be published in the New Student Guide and on the FY student Sakai site, registration guidance and support provided by Advising during group orientation sessions, and the list of fall 2021 FY-SEMINAR offerings published on the FY-SEMINAR website.

### **First-Year Seminar (FY-SEMINAR) Updates**

The fall 2021 First-Year Seminar Brochure is now live! This information will be used to advertise these seminars to first-year students on the [First Year Seminars website](#). If you have any FY-Seminar cancellations or updates to make, please contact Ben Haven ([bhaven@email.unc.edu](mailto:bhaven@email.unc.edu)).

### **Digital Accessibility Office Resources**

Launched in the summer of 2019, the Digital Accessibility Office has services, trainings, tools, and other resources to help units and individuals across campus ensure their digital resources and websites are accessible with an emphasis on universal design (“creating tools, environments and resources that benefit everyone, regardless of disability status”<sup>1</sup>). This is a great way to ensure your resources are accessible at the department, program, and course levels.

You can learn more about their offerings on the Digital Accessibility Office’s [website](#), and in two recent articles in The Well profiling [the office](#) and digital accessibility consultant [Sarah Arnold](#).

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## **COLLEGE OF ARTS & SCIENCES NEWS**

### **SET Reminders: Spring Reports Out, Maymester Evaluations Open**

- Spring 2021 reports were released on 5-21-2021. Anyone with access issues should email [cas\\_evaluations@unc.edu](mailto:cas_evaluations@unc.edu).
- Information about the SET processes, including information tailored for [Students](#), [Instructors](#), and [Chairs & Coordinators](#), can be found [on our website](#), including the schedule, which has been updated to reflect Summer 2021 dates.
- Based on feedback from several departments, we now have a process for departments to identify courses that should be automatically excluded from their evaluation process (e.g. 993 and 994 courses). Information about this option was communicated via the listserv on 4-30-21. Questions about this option should be sent to [cas\\_evaluations@unc.edu](mailto:cas_evaluations@unc.edu). Any changes to the exclusion list will be confirmed by email to the chair and all department course evaluation coordinators whenever updates are requested.

### **Online Syllabus Manager (OSM) Tool: Now Open for Maymester and Summer I 2021!**

The Online Syllabus Manager is now open for Maymester and Summer Session 1 courses. The first day of the semester was Wednesday, 5-19-2021. Departments are reminded that all instructors must upload a copy of their course syllabus to the tool by the end of the first day of classes. Reminders will be sent periodically to OSM managers with instructions for contacting instructors who have yet to upload a syllabus.

### **Online Learning Contract Manger (OLCM) Tool: Now Open for Summer and Fall 2021!**

The Online Learning Contract Manager tool (OLCM) is now open for summer and fall 2021 learning contracts. As a reminder, this tool allows departments to manage the required learning contracts for undergraduate independent study courses digitally. Departments who are interested in joining OLCM can learn more about the tool [here](#), or by contacting the [Curriculum Analyst](#).

### **OSM and OLCM Open & Close Schedule: Revised Dates**

In order to improve access to OSM and OLCM and provide scheduling consistency for all departments, the Office of Undergraduate Curricula has generated a revised schedule of system open and close dates. The revised schedule will be shared at the June 9 SSM meeting and be effective for all semesters beginning with SSII 2021.

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## **PROFESSIONAL SCHOOL NEWS**

Nothing specific at this time – please refer to the General News section for information that applies to all units.

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### **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 > <http://cssac.unc.edu/>  
Honors Carolina > <https://honorscarolina.unc.edu/>  
Keep Teaching > <https://keep-teaching.unc.edu/>  
Academic & Final Exam Calendars > <https://registrar.unc.edu/academic-calendar/>