Student Services Managers
Office of Undergraduate Curricula
June 9, 2021
SSM MEETING, 6-9-2021

Agenda

• Class Features tool enhancements – demo
  Julie Dockens

• Tableau Resources
  Rachel Serrano

• Carolina Away updates
  Rudi Colloredo-Mansfeld, Tiffany Bailey, Lauren DiGrazia

• Registrar & facilities updates
  Lauren DiGrazia, Renee Sherman

• Undergraduate Curricula reminders
  Gen Cecil, Ben Haven, Nick Siedentop, Heather Thompson
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Class Features, 2 New Enhancements for Fall 2021

1. **Copy-Over.** Instructors will have the ability to copy class features content and documents from one class section to another (including from a previous semester).

2. **Proxy.** Instructors will have the ability to designate another user (e.g., graduate assistant, student services manager) to have access to add class features for your class.

The **Quick Guide** provides instructions & screenshots for these new enhancements:

https://curricula.unc.edu/faculty/class-features-tool/
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**Tableau Resources**

| Tableau workshops | [https://odum.unc.edu/?s=Tableau](https://odum.unc.edu/?s=Tableau) |
| Tableau Microsoft Teams site: VA2Tableau | [https://teams.microsoft.com/l/channel/19%3acb9d11f9c4394ded9a36a25eb5c8ad1a%40thread.tacv2/General?groupId=5e033a61-3c6f-45b9-8f9c-5a3aa9e1745d&tenantId=58b3d54f-16c9-42d3-af08-1fcabd095666](https://teams.microsoft.com/l/channel/19%3acb9d11f9c4394ded9a36a25eb5c8ad1a%40thread.tacv2/General?groupId=5e033a61-3c6f-45b9-8f9c-5a3aa9e1745d&tenantId=58b3d54f-16c9-42d3-af08-1fcabd095666) |

**Contacts**

- ERDS-tableau@office.unc.edu
- Rachel Serrano ([serranor@email.unc.edu](mailto:serranor@email.unc.edu))
- Sally Lakomiak ([slakomia@email.unc.edu](mailto:slakomia@email.unc.edu))
IDEAs in Action Implementation Updates

Department summary reports – July 2021

1. List of approved Gen Ed courses (ConnectCarolina query)

2. Credit summary of degree requirements (=120 credits)
   - Major courses
   - Major + Gen Ed courses (double counting)
   - Remaining Gen Ed courses
   - Electives

3. Recommendations for phase #4 course proposals (10/15/2021)
Summer Student Evaluations of Teaching (SET)

Maymester
- Evaluations closed 6/3/21
- Reports Release ~6/11/21

Summer I
- Instructors add questions 6/8 to 6/11/21
- Evaluations open 6/15 to 6/21/21
- Reports Release ~6/28/21

Summer II
- Selection 6/21 to 6/25/21
- Instructors add questions 7/16 to 7/22/21
- Evaluations open 7/23 to 7/29/21
- Reports Release ~8/5/21

Questions?
Transfer Credit Reevaluation (TCRE)

• Primarily a DUS or Faculty Advisor process
• April-August is the busy season, requests may take 30+ days to process
• If you have students with questions, you can refer them to your department's designated faculty reviewer(s) or to OUC.
• OUC primary contact – Heather Thompson (heather_thompson@unc.edu)
• Heather is a great resource for students with questions about filling out the form itself
• Academic Advising is also a good resource for students seeking advice on what credit to ask for.
Block Enrollment and NSO Seat Reserves

New Student Seat Reserves
College team collaborates with the Registrar and academic units across campus to reserve seats in upcoming fall courses for incoming first-year (FY) students.

Block Enrollment
College team works with the Registrar to preregister (by block enrollment) all incoming FY students into fall courses with reserved seats to help “jump start” their fall registration.

New Student Registration
• Incoming transfer students register for fall classes along with continuing students.
• Incoming FY students register for classes during their registration sessions in July.
Two Teams

Block Enrollment Team
- Ben Haven
- OASIS Development Team
- Registrar’s Records and Enrollment Office

NSO Seat Reserves Team
- Paige Abe & Adam Harris
- Registrar’s Scheduling Office
Block Enrollment Updates

Plan
Preregistering FY students into ENGL 105 only

Timeline
• 6/7 – 6/11: Testing class assignment application
• 6/14 – 6/25: Block Enrollment window
NSO Seat Reserves and Registration Timeline

• **June 1:** All FY seat reserves set up on classes
• **June 1-July 8:** Continuing student registration
• **July 9:** Connect Carolina closes for all continuing undergraduate students
• **July 10:** Scheduling Team drops caps, taking away all reserved FY seats
• **July 14-30**
  • Scheduling Team gradually adds FY seats back to enrollment caps
  • FY registration enrollment appointments
• **August 1:** Seat caps should be back to normal levels
• **August 2:** Undergraduate open registration begins
Changes to Courses with NSO Seats

Cancellations?
Indicate on the Classroom Scheduling Request Form that this is a class with NSO FY seat reserves

Updates to Seats? Please contact both
• Renee Sherman (rsherman@email.unc.edu)
• Paige Abe (pabe@email.unc.edu)
OSM and OLCM New Open/Close Dates

**Summer Terms**
- OSM opens 2 weeks before FDOC
- OSM closes 2 weeks before LDOC
- OLCM opens 2 weeks before current student registration
- OLCM closes on the last day of student late registration

**Fall Terms**
- OSM opens 2 weeks before FDOC
- OSM closes 4 weeks after FDOC
- OLCM opens 2 weeks before current student registration
- OLCM closes on the last day of student late registration

**Spring Terms**
- OSM opens 2 weeks before FDOC
- OSM closes 4 weeks after FDOC
- OLCM opens 2 weeks before current student registration
- OLCM closes on the last day of student late registration
Catalog Updates

- **2021-22 Catalog** was published on Friday, May 28, 2021 (several days early!)

- Review your department & program pages. Questions/feedback? Contact Nick Siedentop

- Images for ‘program tiles’ were updated based on DUS/Department feedback. [https://catalog.unc.edu/programs/](https://catalog.unc.edu/programs/)

- **2022-23 Catalog** will include new IDEAs in Action Gen Ed curriculum. Program pages referencing current Gen Ed curriculum will need updating.
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Next SSM Meeting on Wed September 8, 2021

Suggested Topics:

• Create list
Questions?