Student Services Managers Agenda  
Wednesday, February 9, 2022  
1pm – 2:30pm, Zoom  

Additional Details:  
The meeting will also be recorded and distributed using the Registrar’s scheduling listserv (usually within a week).  

Agenda  
1:00PM Welcome and Introductions  
Nick Siedentop  
- Asked those who are less than 1 year into their role to raise their hand; these are folks who might be new to your division  
- Asked those who have been in their role more than 5 years to raise their hand; these folks are good resources  
- Julie Truluck Thompson, University Events Director – contact for department and main commencements  
  - Department ceremonies should already be approved and scheduled by University Events; info is live on the Commencement website  
  - Departments seeking to change their ceremony venue may have a hard time as most of the large spaces are taken, but feel free to send requests to Julie if you have an urgent need to change location  
  - Regalia information should be available within 1 week of the SSM meeting  
  - COVID protocols are still in flux, but the current plan as of February 2022 is to have an in-person ceremony in Kenan Stadium without ticketing or registration  
    - University Events will be meeting with university leadership week of the SSM meeting to determine approvals and any plans for changes  
  - Rentals will be handled through individual department venues in conjunction with University Events; for questions, talk to your venue first  
  - Contact Julie at commencement@unc.edu or jtruluck@unc.edu  

1:05pm IDEAs in Action Updates  
Nick Siedentop – slide deck available online  
- Reminder: 22-23 AY calendar has been approved and posted to OUR website and shared with SSM listserv in early February  
- Class features tool – allows instructors to provide more details about their course to students during registration process  
  - Updates can be made in real time in ConnectCarolina all the way through late registration period  
  - Created because course descriptions don’t always provide all the details students need to determine the fit of the course for their circumstances  
  - Also serves as a communication tool with prospective students  
  - Hope is that the tool will reduce emails with prospective students and number of add/drops for course  
  - Primary instructors have access to the tool via their schedule in ConnectCarolina
• New features (launched 2021) include copy feature for documents and content from semester to semester and class to class; also able to designate a proxy to access and update the class features tool
  • More details at curricula.unc.edu
  • LH: would like department access instead of faculty-led proxy access
  • LH: is there information for students about how to use class features?
  • NJS will take the request for blanket department staff access to the technical working group, and confirm with Julie Dockens if there are student-centric instructions available for departments to share

• Update on curriculum proposals
  • High volume of course submissions in fall 2021
  • Poll: is it true that SSMs cannot track course proposals once they are submitted? – false; staff can review workflow steps for each course in CIM (https://nextcatalog.unc.edu/courseadmin/ → course history box)
  • Reminder: workflow in CIM is linear, so if a proposal is rolled back it will need to be resubmitted to workflow and reapproved by all previous steps

• IDEAs in Action
  • IDEAs in Action is launching in fall 2022
  • Roughly 4455 first year students and 800 transfer students expected
  • Curriculum will only apply to incoming first years and transfer students (not continuing students)
  • Poll: are first-year students required to take a FYS or FYL course → true
  • FY Foundations courses are: FY-Seminar or FY-Launch, ENGL 105, FY-THRIVE, Triple-I & data literacy course, GLBL LANG
  • Shared review of approved courses and seats scheduled in fall 2022
  • Reminder: students can only fulfill one Focus Capacity per course so they will need 9 total courses for these requirements
  • Reminder: in 22-23 AY, students may fulfill their COMMBEYOND requirement with a Communicative Intensive (CI) course from Making Connections if needed
  • Plug for the new curriculum website https://ideasinaction.unc.edu/
  • Gen ed dashboard for students and staff to help track progress through the curriculum is in development
  • Gen Ed progress bar for students in ConnectCarolina should launch in March 2022; goal is to have this tool available for incoming transfer students before registration

• Catalog editing process
  • Editing process for 22-23 catalog in progress; departments in CAS received an email from Nick in early February with instructions and links to department-owned pages
  • Catalog Editor role must have pages reviewed/approved by March 15 2022
  • Catalog Approver role must have pages reviewed/approved by March 31 2022
  • Reminder: when you have multiple users in a role only one person may submit the page to workflow; once workflow has started, no additional edits may be made
  • Poll: can you edit course information or major requirements during catalog editing process? → false, these both need to be edited in CIM
    • Course changes are made in CIM, submit by 10/15
    • Undergraduate program changes are made in CIM, submit by 10/15
  • Reminder: review all tabs on your catalog pages, not just the main ‘overview’ tab
Fall 2022 Pre-registration, Seat Reserves, and NSO Registration Process

Ben Haven, Paige Abe, Allison Mitchell – slide deck available online

- Group members introduced themselves and what they do for the orientation committee
- Goal to ensure that incoming FY and TR students have access to appropriate courses to register for 15-17 hours and start strong at UNC
- Committee manages three key processes:
  - Pre-registration for first year students: OUC and OUR work together to put incoming FY students into First-Year Foundations (FYF) courses
  - New student seat reserves: Academic Advising and Registrar partner with campus units to hold seats in appropriate sections to ensure that FY and TR students can find seats
  - New student registration: incoming TR students register as soon as they matriculate at UNC; FY students register during orientation sessions in July
- FY preregistration process:
  - Goal is to preregister all new FY students into two FYF courses to jump-start their requirements
  - Includes FY-Seminar and FY-Launch, Triple-I, and a language course to begin their sequence
  - Survey will go out to incoming FY students in mid-April to assess which FYF courses they are interested in taking
  - Preregistration will run from 18 May – 15 June and students will be enrolled into 2 sections (4-7 hrs. total) from list of available FYL, FYS, Triple-I, IDST 101, ENGL 105 and GLBL LANG
  - Seat allocations: all FYL, FYS, Triple-I and IDST 101 seats are held for FY students; some ENGL 105 and GLBL LANG seats are held and some FYS seats are held for continuing FY students who haven’t taken the course yet or are spring 2022 admits
  - Any seats in these classes that aren’t used during block enrollment will be released back to departments during the summer
  - Preregistration is not locked; students can change their sections during their orientation window, but it’s recommended that they don’t drop these courses entirely because they are now required (in IDEAs in Action) to fulfill these requirements
- Summer 2022 seat reserves:
  - Academic Advising and Undergraduate Curricula partner with departments and Registrar to reserve seats in FY and TR appropriate courses
  - These seats are held before current students register to ensure adequate course availability for incoming students
  - Senior leadership in the College, Academic Advising and Registrar’s office are currently discussing most efficient means of achieving this for summer 2022
  - These courses will be promoted to incoming students in the new student guide (Suggested FY Courses by Major list), highlight sample plans and other catalog resources
- Fall 2022 FY registration
  - Sessions are divided into four, two day windows and will be in-person this year, not remote
  - July 13-14
  - July 18-19
  - July 25-26
Aug 3-4

Seat reserve process timeline:
- Feb/Mar: departments will receive an email with recommended FY/TR reserve seats and be asked to confirm the seat reserves and the reserves will be set up in ConnectCarolina
- April-May 15: FY students complete the preregistration survey
- May 18-June 15: FY students assigned and preregistered in two courses and remaining seats will be given to the July orientation sessions
- July 13-Aug 4: first year students register during orientation
- Aug 5 – first year open enrollment, and all remaining reserved seats are released to departments

Next steps for departments: nothing currently, but more information will be coming soon, so keep an eye out for these emails

Contact info:
- Ben Haven for FYF preregistration: bhaven@email.unc.edu
- Allison (mitchall@email.unc.edu) or Paige (pabe@email.unc.edu) for seat reserve process and new student orientation

MT: request clarification regarding TR registration and when those students are able to get into certain restricted classes
- Due to late continuing student registration and other COVID related issues, last year TR students didn’t have seats reserved for them because they could register with all continuing students
- This year, seats will be held for TR students and continuing students will register earlier in the semester so they aren’t competing
- Spencer Welborn (swelborn@email.unc.edu) and others coordinate the transfer orientation sessions in Academic Advising

No additional questions

1:40pm Breakout Sessions
- Catalog editing process, short demo, Q&A (with Nick Siedentop)
- CIM courses, tracking your department’s/school’s submissions (with OUR Curriculum Team & Gen Cecil)
- Scheduling your FY-Seminar and FY-Launch classes (with Ben Haven)
- Meet with the Classroom Scheduling team about NSO (with Renee Sherman)
- Meet with the Enrollment & Registration team (with Jessica Harris)

2:20pm Recap and gather feedback on breakout sessions
- Mixed responses to the breakout rooms; majority felt it was helpful, but others expressed concerns that they were missing vital information
- Breakout rooms are to provide direct contact with folks who are otherwise hard to reach; no new information is being shared in these rooms
- MT and others requested live registration demo, in order to help troubleshoot this process for students in future terms
- Jessie Harris is happy to provide demo/training and will follow up with Nick to confirm a date/time for this optional session; information will be shared with SSMs via the SSM listserv
Registrar reminded attendees of the instructional videos they have available to students; if departments think of any topics it would be useful to cover in one of these videos please contact Jessie Harris (jessikac@email.unc.edu) or Kris West (kwest011@email.unc.edu)

Resources

- Previous agendas & minutes: https://curricula.unc.edu/committees/ssm/
- Catalog Resources: https://registrar.unc.edu/courses/catalog/