Student Services Managers (SSM)

Wednesday, June 8, 2022

Office of Undergraduate Curricula
Office of the University Registrar
Welcome!

INTRODUCTIONS & POLL
OFFICE OF UNDERGRADUATE CURRICULA

Agenda

1. Welcome & Introductions
2. OUC Updates
3. All About Waitlists
4. Scheduling Reminders: Spring 2023
5. Q&A
IDEAs in Action – Launching Fall 2022!

• All new students (first-year and transfers) entering in fall 2022 will follow the IDEAs in Action curriculum
• All continuing students will follow the Making Connections curriculum
• More information is available here:
  • Catalog: https://catalog.unc.edu
  • Main website: https://ideasinaction.unc.edu
  • OUC website: https://curricula.unc.edu/curriculum/ideas-in-action-curriculum/
• Updated General Education curriculum section for IDEAs in Action
• Includes separate pages for each gen ed requirement, with lists of approved courses
2022-2023 Catalog

- IDEAs in Action icons added to all courses approved for these gen eds
- Look for the logo on program requirement tables for easy navigation!

<table>
<thead>
<tr>
<th>Core Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCI 101 or SOCI 100</td>
</tr>
<tr>
<td>SOCI 250 or SOCI 253</td>
</tr>
<tr>
<td>SOCI 251 ³</td>
</tr>
<tr>
<td>SOCI 252 ³</td>
</tr>
</tbody>
</table>

Three SOCI electives numbered above 400 (upper-level). With permission of the director of undergraduate studies, one of the following courses may count as a 400-level elective:

| SOCI 290 ³ | **Special Topics in Sociology** ³ |
| SOCI 296 ³ | **Independent Study and Reading** ³ |
| SOCI 691H ³ | **Senior Honors Research and Seminar** ³ |
| SOCI 692H ³ | **Senior Honors Research and Seminar** ³ |

Two additional three-hour SOCI courses (six hours) ³

**Total Hours**: 27
Updated course Rules & Requirements section on all course listings

Separate lines for IDEAs in Action gen eds, Connections gen eds, Global Language requirements, requisites, and more!
Global Language Policy Updates

Two New Credit Options:

• Educational Experience Verification
  • Replaces "Native Speaker" credit.

• Language Proficiency Verification
  • Meeting the needs of students who do not qualify for Educational Experience credit.

Send student here for information: https://languageplacement.unc.edu/
Educational Experience Verification

Qualifying schools:
• Are taught primarily in a language other than English for all subjects (except language acquisition courses).
• School does not have to be outside the US. All language eligible including sign languages.

Qualifying students:
• attended the school(s) for a minimum of 2 full years of the 4 years prior to attending college/university.
• In US this is high school, but in other countries this may include some of middle school if high school is only 3 years.
Language Proficiency Verification

• Languages UNC teaches through level 3 are not eligible.
• All other languages are eligible, including American Sign Language and Indigenous Languages.
• Student will apply with OUC form and will be connected with the appropriate Language Department.
• Awards GENR 203 for level 3 (carries gen ed) and GENR 204 for level 4 (does not carry gen ed but useful for some majors).
Student Evaluations of Teaching (SET) Updates

• Thank you for all your work!
• Summer II selection closed Friday, June 3.
• Maymester reports released Friday, June 3.
• Summer I evals open June 8-13.
• Summer II evals open July 15-21.
• Reports are issued ~1 week after last day of exams.
• Study Abroad courses with adjusted timelines have report release a week after evaluation closes.
Registration into First-Year Foundations

Eligible students
- Incoming FY students
- Incoming transfer students (transfer credits = <24 hours)

First-year pre-registration process
- Incoming FY students assigned two fall 2022 FYF classes
- Finishes at the end of June

FY registration sessions: July 13 – August 4
First-Year Launch Overview

A special version of an introductory level course that fulfills a requirement in a major. Some similarities and differences with the standard course.

**Similarities**
- same course number
- same content
- same learning outcomes

**Differences**
- smaller in size
- more active learning strategies
- 4 additional learning outcomes
- section and associated class #s
Scheduling First-Year Launch

- Approval to offer course as FY Launch section done through CIM
- Same course number as regular offering; section number = 01F-99F
- Associated class number = 100, 200, 300, etc.
- 35 seats
- Standard meeting pattern
- No waitlists; no department/instructor consent
- Can be Honors sections (if approved by Honors Carolina via CIM)
How are FY Launch Unique in the Schedule?

- Section # = 01F-99F
- Associated class # = 100, 200, 300, etc.
- REC/LAB associated class # = same as lecture (100, 200, etc.)
First-Year Launch Resources & Contacts

Resources

• FY Launch procedures: https://curricula.unc.edu/creating-a-first-year-launch/
• View approved FY Launch: https://catalog.unc.edu/undergraduate/ideas-in-action/first-year-seminars-launches/
• FY Seminar/FY Launch Brochure: https://ideasinaction.unc.edu/first-year-foundations/first-year-seminars-launches/

Contacts

• FYS/FYL Minimums/enrl caps: Associate Dean Li-ling Hsiao (hsiaoll@email.unc.edu)
• Scheduling/registration: Ben Haven (bhaven@email.unc.edu)
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All About Waitlists

THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
What is a waitlist?

<table>
<thead>
<tr>
<th>Enrollment Control</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Session</strong></td>
<td>A</td>
</tr>
<tr>
<td><strong>Class Section</strong></td>
<td>401</td>
</tr>
<tr>
<td><strong>Associated Class</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Class Status</strong></td>
<td>Active</td>
</tr>
<tr>
<td><strong>Class Type</strong></td>
<td>Enrollment</td>
</tr>
<tr>
<td><em>Add Consent</em></td>
<td>No Special Consent Required</td>
</tr>
<tr>
<td><em>Drop Consent</em></td>
<td>No Special Consent Required</td>
</tr>
<tr>
<td><strong>1st Auto Enroll Section</strong></td>
<td></td>
</tr>
<tr>
<td><strong>2nd Auto Enroll Section</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Reenrollment to Section</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Auto Enroll from Wait List</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Cancel if Student Enrolled</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Class Nbr</strong></td>
<td>3504</td>
</tr>
<tr>
<td><strong>Event ID</strong></td>
<td>060086177</td>
</tr>
<tr>
<td><strong>Class Control</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Enrollment Status</strong></td>
<td>Closed</td>
</tr>
<tr>
<td><strong>Requested Room Capacity</strong></td>
<td>999</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>24</td>
</tr>
<tr>
<td><strong>Enrollment Capacity</strong></td>
<td>24</td>
</tr>
<tr>
<td><strong>Wait List Capacity</strong></td>
<td>5</td>
</tr>
<tr>
<td><strong>Minimum Enrollment Nbr</strong></td>
<td>0</td>
</tr>
</tbody>
</table>
How can students access a waitlist?

1. Select classes to add - Enrollment Preferences

Class Preferences

BIOL 252L-417

Wait List

<table>
<thead>
<tr>
<th>Class</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 252L-417 (3532)</td>
<td>We 3:30PM - 6:20PM</td>
<td>Wilson - Rm 0111</td>
<td>To be Announced</td>
<td>1.00</td>
<td>▲</td>
</tr>
</tbody>
</table>

- Wait List

* Wait list if class is full
How do waitlists work?

• Waitlists are updated every hour in ConnectCarolina
• Any student may waitlist a class, but if there are additional restrictions (such as enforced requisites or reserve capacities) students who do not meet these requisites or reserve capacities will not be enrolled; the waitlist logic will skip to the next student
• When a seat opens in the course, the first eligible student on the waitlist is automatically enrolled; if multiple seats open, the system enrolls eligible students in the order they waitlisted (position 1, position 2, etc.)
• If a student on the waitlist cannot be enrolled, the system will skip to the next position on the list; the skipped student is not notified that they are skipped
• Students who waitlist classes should monitor their ConnectCarolina closely during registration periods; this is not a ‘set-it and forget it’ model
What does 'purging' a waitlist mean?

• Waitlists are manually purged by the Registrar during the second week of classes

• A waitlist purge means that any remaining students who did not get enrolled in the course are removed from the waitlist

• Purging waitlists is part of the Registrar's registration clean-up process; it ensures that seats do not remain pending after students are unable to add themselves to waitlists

• Purging waitlists also reduces bandwidth use in ConnectCarolina, since waitlists take up a lot of space in the system
What is the waitlist timeline?

• Department sets up the course in ConnectCarolina during Course Schedule Maintenance and decides whether to add a waitlist option and the number of waitlist seats
• Students can add themselves to a waitlist if the course is full during open registration; once the semester starts, students can no longer waitlist classes
• Registrar purges waitlists during the second week of the semester
• The University Registrar's term calendars always include the dates when students can add themselves to a waitlist, and when that period ends for both new and continuing students
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Scheduling Reminders
<table>
<thead>
<tr>
<th></th>
<th>Spring 2022</th>
<th>Duration</th>
<th>Summer 2022</th>
<th>Duration</th>
<th>Fall 2022</th>
<th>Duration</th>
<th>Spring 2023</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open CSM</td>
<td>5/10/2021</td>
<td>12 1/2 weeks</td>
<td>10/1/2021</td>
<td>6 weeks</td>
<td>10/1/2021</td>
<td>15 weeks</td>
<td>4/1/2022</td>
<td>15 weeks</td>
</tr>
<tr>
<td>Close CSM</td>
<td>7/30/2021</td>
<td></td>
<td>11/15/2021</td>
<td></td>
<td>1/10/2022</td>
<td></td>
<td>7/14/2022</td>
<td></td>
</tr>
<tr>
<td>Room Assignments</td>
<td>7/31/2021</td>
<td>6 weeks</td>
<td>11/16/2021</td>
<td>2 weeks</td>
<td>1/11/2022</td>
<td>6 1/2 weeks</td>
<td>7/17/2022</td>
<td>8 weeks</td>
</tr>
<tr>
<td>Extended CSM begins</td>
<td>9/13/2021</td>
<td>until midway through actual term</td>
<td>12/1/2021</td>
<td>until midway through actual term</td>
<td>2/28/2022</td>
<td>until midway through actual term</td>
<td>9/15/2022</td>
<td>until midway through actual term</td>
</tr>
<tr>
<td>Display term</td>
<td>9/22/2021</td>
<td>n/a</td>
<td>12/5/2021</td>
<td>n/a</td>
<td>3/5/2022</td>
<td>n/a</td>
<td>9/24/2022</td>
<td>n/a</td>
</tr>
</tbody>
</table>

*Course Schedule Maintenance*

*ECSM - extended course schedule maintenance*

*Limited access/can make changes with exception of basic data tab info and meeting day/times/rooms

Dates subject to change due to unforeseen circumstances/notification of change through the listserv will be made in a timely manner!
Crosslisted sections

A course must identify as part of a crosslisted section in the course catalog.

A combined section will roll combined from one like term to the next. Maintenance on it then becomes checking the enrollments to see if they remain the same.

Combined sections are part of a back table that only Scheduling has access to change.

Changes to this table such as adding new combinations or changing enrollment can be done through Formstack for current terms and for those in Course Schedule Maintenance.

What students see as open/closed classes depends on this table in ConnectCarolina.
Adding instructors and times to Combined Sections
During CSM, do not ‘delete’, cancel them.
More random thoughts:

During the week before and the week after a term begins, we need at least 2 business days to complete your request.

Sending us multiple requests to make sure we ‘got’ them, results in confusion for us.
25Live Scheduling software:

You can request a search that will bring up only your departmental and scheduling priority rooms through the Scheduling office or we can show you how to set up your own searches.

By having a search personally adapted to your scheduling priority rooms, you can avoid scheduling in someone else’s priority room and getting them removed.

If you need to completely remove a room reservation from a class, it’s best practice to ask scheduling to do it.

Never remove rooms in ConnectCarolina even if it seems possible. Timing is everything with this and it could cause you issues if you do.

Just a note that the event state for anything in your departmental rooms will always remain tentative. Just a restriction in the software in handling our decentralized rooms.
We are working with ITS to institute the ability to pick a feature like what kind of seating or an active learning class.

There are some reports available in 25Live. If you want to learn how to run a report to see room availability, contact me for a tutorial.

Questions???
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