

COLLEGE OF ARTS AND SCIENCES STUDENT SERVICES STAFF MEETING MINUTES

Wednesday, August 9, 2017, 10:30 AM –12:00 PM, Toy Lounge

Speakers Nick Siedentop, Curriculum Director, Undergraduate Curricula
Christy Samford, Deputy Director, University Registrar
Chris Partridge, Assistant Registrar, University Registrar
Tim Dunham, Administrative Support Specialist, University Registrar
Jessika Harris, Assistant Registrar, University Registrar
Roberta Norwood, Associate University Registrar, University Registrar
Jason Clemmons, Associate Director for Curriculum, Recruiting, and Operations
Ritchie Kendall, Assistant Dean, Honors Carolina
Amber Duntley, Enrolled Student Services Coordinator, Honors Carolina
Ben Haven, Curriculum Analyst, Undergraduate Curricula
Heather Thompson, Course Evaluation Coordinator, Undergraduate Curricula

Updates to Faculty Center

Christy Samford

- Class Roster can now be downloaded to Excel from the Faculty Center.
- A quick reference sheet for existing functionality and this new option will soon be emailed to faculty and staff.
- Departments interested in hard copies, please contact Christy with the number of copies requested.

Classroom Scheduling Forms and Training

Chris Partridge

- Registrar's Scheduling Office is going paperless for five scheduling forms: Combined Section Request Form, Course Session Definition Form – coming soon, Event Request Form, Room Change Request Form, Section Add/Change Request Form.
- Required fields are outlined in red. Forms are dynamic, so new fields may pop up as you select things. You will receive an email confirmation once you have submitted the form. You will also receive a confirmation email when the request is completed by the Scheduling Office.
- The Scheduling Office will still take calls for assistance, but requests must initially go through the forms.
- The forms are available here: http://registrar.unc.edu/classrooms/scheduling_requests/
- Please call or email (scheduling_office@unc.edu) if you have any questions, suggestions or other feedback.
- Tips
 - If you are making a late add/change request, use the beginning of the semester as the course start date.
 - If have multiple meeting patterns, indicate this using the additional information box (the Scheduling Office will look at updating this functionality).
 - You can submit multiple forms for the same course.
 - If you are adding or changing a course in the summer, the form logic automatically routes the form to the Summer School.

Permission Numbers in Connect Carolina (demo & training)

Jessika Harris

- Permission numbers are used to allow students to self-enroll in courses where they need an override. Add permissions can be student, section, or course specific and can override pre- and/or corequisites, dept/instr consents, seat capacities, and reserve capacities. Drop permissions are student specific.

- You will receive an email notification when you submit the request form. Registration Services will send back an excel spreadsheet of the permission numbers
- Once a number is used, it can't be used again. You can always submit another form for more numbers.
- Email registrationservices@unc.edu if you need to check which permission numbers have been used.
- Please see appended PowerPoint for how a student uses a permission number. If the student receives an error, they need to read the "unsuccessful" note.
- Email Registration Services if students have issues
- Registration Services will post instructions on the Registrar's website.
- Registration Services will follow up on a couple of questions that came up during the meeting: 1) currently a "permission number needed" message appears when a class section fills, and this is confusing for students, and 2) the sponsoring unit of a cross-list would like to have permission number access to all sections of the cross-list.

Assignment of Grades for Course Drops

Roberta Norwood, Jessika Harris

- Since SSMs are the front-line, Roberta wanted to speak with the group directly about the new drop/add rules (see appended chart for details).
- Per [Faculty Council Resolution 2014-2](#), effective fall 2017, the new drop rules apply to all students, regardless of admit term.
- The current rules can be found here: <http://registrar.unc.edu/guide/registration-policies/drop-add-procedures/rules-course-drops/>. Updates to reflect the fall 2017 effective policy will be made soon. See appended chart for details.
- This policy adoption by Faculty Council brings UNC-CH in line with requirements from General Administration whose goal was to track withdrawals after week two. For summer terms, the third day of the term is used.
- After week two, drops impact availability for other students, financial aid, university financial resources, and attempted hours limits.
- WC notations are only assigned during fall and spring terms.
- Underload approvals and students changing from full-time to part-time will not be assigned the WC notation.
- Students remain in Sakai if they withdrawal after the cut-off date.
- W grades do not carry any quality points so are not included in the calculation of GPA.
- W grades do show on student transcripts (internal and official).

Honors Carolina Updates

Jason Clemmons, Amber Duntley, Richie Kendall

- Honors Carolina presented updates and reminders about guidelines for senior honors thesis courses (see appended handout for details).
- Please be sure your unit has a Departmental Honors Advisor.
- Choose the appropriate senior honors thesis format.
- Please help your unit enforce eligibility criteria:
 - Make sure students are declared majors
 - Check eligibility GPA at beginning of semester (if close, can get a probationary semester for first if get up to 3.3 after). This is very important because Honors doesn't have a way to check, and every year at least one person gets through the whole process without the GPA requirement and can't graduate with honors or highest honors.
- Set your internal thesis defense deadlines to meet the Honors Carolina reporting deadlines.

- Department honors advisors should verify electronic submission of theses at the end of each semester. Student has until last day of class to submit to the CDR (Carolina Digital Repository), which is required, but they can request a 1-2 year embargo.
- Honors Carolina tweaked their independent study learning contract. You are not required to use this contract, but it is encouraged.
- Honors Carolina maintains a listserv of departmental honors advisors. Staff members can be on the listserv if they want to remain informed, if so email honorscarolina@unc.edu. New guidelines will be circulated to the departmental honors advisors list serve soon. Email will also have other helpful dates.
- If you have questions about the interdisciplinary studies honors thesis process, please contact Associate Dean James Thompson.

Office of Undergraduate Curricula Updates

Nick Siedentop, Ben Haven, Heather Thompson

OUC updated the group on the following topics (see appended PowerPoint for details):

- Important deadline calendars
- Online Syllabus Management System (OSM)
- Fall 2017 instructor data reminders
- Independent study learning contracts
- First Year Seminar Online Brochure
- Course evaluations
- Curriculum revisions (please note the **deadline for course and major/minor program submissions is Monday, October 16**).

Next Meeting: Wednesday, December 13, 2017 @ 10:30am

Previous agendas and minutes: <http://curricula.unc.edu/committees/ssmmeetings/>