

COLLEGE OF ARTS AND SCIENCES
STUDENT SERVICES STAFF MEETING
Wednesday, August 8, 2012
Toy Lounge
10:30am – 12:10pm

10:30am – Nick Siedentop, Curriculum Director, welcomed the group.

Honors Carolina, Scheduling and Registration Procedures [10:33am]

Jason Clemmons, Administrative Manager; Jessie Bishop, Program Assistant

- [\[Handout\]](#) passed out, highlighting Honors Carolina role and that of Student Service staff in the course scheduling, registration, and senior honors thesis processes.
- Information for scheduling honors courses
 - Honors course planning form deadline for Spring 2013 was last Friday, 8/3/12.
 - Four types of honors courses. See handout for details.
 - Let Jason know about changes to schedules ASAP.
 - Consent and waitlists are controlled manually by honors office.
- Registration – administered by Honors Carolina Office
 - Honors controls enrollment capacity, which changes throughout registration. Please do not change the seat #s. Departmental consent = Honors controlling.
 - 3.0 GPA required. Honors Carolina Students online registration for approx. 2 weeks, followed by walk-in registration for all eligible students.
 - Manual waitlist maintained by Honors Carolina. Waitlists are purged the Friday before classes begin and sent to the departments. After the purge, students need to present permission form signed by instructors to Honors Carolina Office.
- Senior Honors Thesis
 - Result of Independent Study Task Force – some changes will be made. Honors Ad Hoc Committee will form to draw up a best practices document.
 - Grading: at end of first semester, student is awarded SP. At end of the second semester, go back and change the temp grade to the final grade.
 - Supervision: post docs and faculty may serve as advisors. Principle advisor must have an appointment w/in the department.
 - Reporting: report all thesis honor students to Honors Carolina Office by deadline, using form emailed to departmental honors advisors.
 - Acknowledgement: students reported by department receive a cord. “Honors” or “Highest Honors” get special notation in brochure, transcript and diploma.
 - Collections: Hard copies submitted to North Carolina Collection in Wilson Library; Honors does not receive a copy. Honors Carolina exploring the possibility of having these collected electronically.

Textbook Ordering [10:55am]

Kelly Hanner, Course Materials Manager

- Students/faculty can purchase elsewhere, but order lists must be kept by student stores, as it is the official state reporting site for textbook submissions; required by law (subject to Freedom of Information Act – any source that contacts store; store must comply).
- Scholarships: student stores must provide copies for scholarships; they must also report these book order numbers by course. Higher Education Opportunity Act – ISBNs of ordered books must be posted.
- Textbook ordering: package sent out with printed and electronic order forms to textbook liaisons. Textbook due dates earlier than GA due dates. Store must compete nationally to gather used books; earlier deadlines = more readily available inexpensive used titles. Textbook deadlines: last Friday in Mar, last Friday in Sep, last Friday in Feb
- For the first two weeks, students can drop and sell back books. After that, student needs to provide a drop slip or printed copy of the student's schedule for buyback.
- Textbook liaisons and department chairs get weekly notifications, if not getting these, first check junk folder in email. If still not on the listserv, send Kelly an email.
- New programs and services incorporated fall 2012; check website for details. Might soon utilize VERBA, an online market pricing system, which is different from the traditional standard for online text ordering. This could lead to dramatic price changes.

ConnectCarolina, Scheduling and Registration [11:12am]

Karla Townley-Tilson, Assistant Registrar for Scheduling

- Welcome to the newest scheduling specialist in the Scheduling Office, Charlotte Stowe.
- Scheduling timeline given. See [\[presentation\]](#) or Registrar's website for details.
- Scheduling reminders: monitor class sizes and capacities, contact Scheduling Office to add meeting patterns (must be added to all courses – except independent studies, dissertations, & theses – immediately. At the latest, by Oct 15, 2012).
- To add instructors to instructor tables: make sure they have taken FERPA and then send a ticket to campus solutions, CC, schedule of classes, course catalog: name, PID, dept they will teach in – especially if outside of your department.
- Scheduling Officers can now add/drop consent, have access to free format topics, and auto calc button during extended schedule maintenance.
-
- Waitlist update: per Educational Policy Committee (EPC): effective Fall 2013, waitlists can have no more than 10% of course capacity or 5 students, classes w/ restrictions should not have them, and waitlists will remain active until last day students can add.
- Fall 2012 waitlists purged August 10th; open enrollment starts on the 11th. Office of the Registrar has all of these dates posted on their calendar
- Karla also discussed first five of 10 questions to ask when trying to solve a student enrollment problem. See [\[slideshow\]](#) for top 10.

Heather Duncan, Assistant Registrar for Registration Services

- Heather continued with questions 6-10, culminating in an [enrollment request search](#) as the final item to check:
 - Enrollment Request Search Navigation: Records and Enrollment > Enroll Students > Enrollment Request Search

- Heather provided attendees with a cheat sheet [[handout](#)], with suggestions for adjusting fields to make it user friendly.
- Auditing policy
 - Navigation from Registrar's website: Academic Services > Policies and Procedures > University Policy Memorandums > UPM 09: Auditing of Courses

4. Updates from the Office of Undergraduate Curricula [11:48am]

Nick Siedentop, Curriculum Director

- Curriculum deadline is (Oct. 15).
 - Majors, concentrations/tracks, minors: submit department memo (signed by chair) and include the Undergraduate Bulletin text showing changes. These would be effective fall 2013. Visit www.unc.edu/depts/uc/Faculty/Proposals_Instructions.html for details.
 - Courses: submitted in CRAS. If approved, will appear in 2013/14 UGB.
- Undergraduate Bulletin Timeline, see [slideshow] for details
- Implementing Recommendations from [Independent Study Task Force Report](#)
 - **Implementation steps must be completed by 11/6/12, for Spring 2013 term**
 - Renumbering courses – The OUC has already contacted departments to have them realign w/ the Standard Course Numbering System. Project will be completed by the end of this summer, effective fall 2013.
 - Departments must use learning contract for independent study/research, directed readings, and other such courses.
 - For spring 2013, OASIS is designing a template form (using MS Word) with fillable fields. Departments can add supplemental information, but must keep all questions on original form.
 - Electronic form with workflow is being explored. Some depts may be asked to help test this form.
 - Internal dept process must be in place for reviewing and approving learning contracts prior to spring 2013 registration. Contract needs to be saved w/in the dept for two years. Ensure that students register for these courses by the last day of late registration (end of first week of classes).
 - Section numbers should correspond to individual faculty members – use the same numbers as dissertation and theses sections. Faculty can only supervise 2 students, except for formal research methods, capstone, faculty research labs/programs/groups, or directed reading courses.
 - In CC, be sure to enter secondary topic, include description in “notes” section and/or a tentative syllabus should be made available.
 - Limit number of times that same special topics course can be offered to two occurrences. Need perm number after two offerings; put it in CRAS.

The meeting adjourned at 12:15pm.

Next Student Services Staff Meeting will be held on Wednesday, December 12, 2012 at 10:30am. Location: TBD