Introduction and Purpose

Welcome to the UNC Eshelman School of Pharmacy! We are excited that you plan to coordinate a new or existing course. The purpose of this document is to provide pertinent course management information with regard to scheduling and registration. This document is not meant to replace trainings or face-to-face introductions to policies, procedures, and technologies, but to provide a quick and easy reference for instructor-specific information and university resources. This guide is developed and maintained by the Registrar’s Office of the Office of Student Affairs.

Topics Covered

- Course Scheduling Forms
- Weekly Schedules
- Exam Scheduling
- Syllabi
- Our Campuses
- ConnectCarolina (CC)

- Administering Exams
- Course Evaluations
- Progressions
- Educational Technology
- Sakai

Support

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Course Scheduling Forms

- Intent to Teach form
  - Submit each semester you plan to offer an **existing** course
- New Course Proposal form
  - Submit once for a **new** course

Weekly Schedules

- Schedules typically consistent from year to year
- Common Hour
  - Reserved for committee and student organization meetings

Exam Scheduling

- Exam requests due approx. one month prior to course syllabi
- Review PharmD Exam PY1, PY2, or PY3 outlook calendars
- Email preferred dates to school registrar
- Scheduled on first-come, first-serve basis

Syllabi

- Due June 1 for fall courses
- Due Nov 1 for spring and summer courses
- Include all required components
- Syllabus templates and examples available on website
- Syllabus reviewed against required components and school policies/practices

Our Campuses

- Establish expectations and processes with course liaison pre-semester
  - Pre-semester establishment of expectations and processes
- Weekly FedEx shipments (Deliver materials by noon on ship day)
  - Overnight delivery for next day arrival
  - Include on items destination campus, name of sender, and recipient
    - **Chapel Hill** ships out on Tuesdays – Contact: Andrew Clapper
    - **Asheville** ships out on Tuesdays – Contact: David Mitchell
- Plan for active learning – Send materials that cannot be shared electronically
**ConnectCarolina (CC)**  
(Web location: [connectcarolina.unc.edu](http://connectcarolina.unc.edu) > Faculty, staff & alumni Login to ConnectCarolina)

- Faculty Center (Main Menu > Self Service > Faculty Center > My Schedule)
- Navigating CC
- Class Roster/Picture Roster
- Grade rosters – available week of final exams ONLY

**Administering Exams**  
(Web location: [its.unc.edu/service/exam-scanning/](http://its.unc.edu/service/exam-scanning/))

- Exam Scanning Services
  - Monday-Friday, 7:30 AM – 4 PM (closed 12:30 – 1 PM)
  - Room 015 RB House Undergraduate Library (203 South Rd)
- Return exams to all students at the same time
- Recommendations for satellite campus correspondence:
  - Send materials at least 72 hours prior to exam time
  - Liaison to confirm receipt of materials prior to exam time
  - Liaison to scan exams/quizzes prior to returning to originating campus
- Recommendations for discouraging honor court violations:
  - Space permitting, utilize 2 rooms to allow students to spread out
  - Create multiple copies of the exam with questions in different order
  - Require all items to be placed in a location away from testing area
  - Do not allow phones or other devices on bathroom breaks
  - Use ExamSoft for online exams to prevent other pages from being opened during exam

**Course Evaluations**  
(Web location: Home > About Us > School Organization > Office of Strategic Planning and Assessment > Course Evaluations)

- Open for 3 weeks (last week of class until 72 hours after exam week)
- Student completion of course evaluation required
- If possible, please provide time in class to complete the evaluation

**Progressions**  
(Web location: Home > Programs > The PharmD > Current Students > Student Handbook > Academic Guidelines > Progression)

- Inter-semester referrals
  - Notify Director of Student Affairs if there is a change in student behavior or quality of work
- Tutoring Services available for students with academic need
  - Notify school registrar of any IN or failing final grades
- STAR (Student Technology Assistant Resource)
- Adobe Connect – Content sharing with satellite campuses
- Echo 360 – Classroom capture/recording system
  - Not HIPAA compliant
- Clickers and technology
- Class time courtesy
  - Begin and end on time
- IMPORTANT: Notify Ed Tech if you plan to use videos/animations

**Sakai**

*This information is applicable to Class sites ONLY*

- Class sites become available near the end of previous semester
  - Will receive announcement from Ed Tech
- Ed Tech develops new site for each course, each semester
  - Sites DO NOT roll-over from year to year
  - Ed Tech pre-loads sites with standard tools and functions
    - Calendar, Announcements, Messages, Syllabus, Gradebook, Resources, Statistics, Help, Site Info
  - Other suggested tools and functions
    - Groups, Assignments, Tests & Quizzes, Drop-Box, Modules, Blogs/Forums, Forms
    - 60+ different tools available
  - Meet with Ed Tech for thorough assessment of tools/functions useful to a particular course
- Course Director must PUBLISH site for student access
  - Recommended by early August for fall courses and late December for spring courses
- Sakai Class sites and ConnectCarolina (CC)
  - Site already linked to class in CC, including roster
  - Changes made in CC are reflected in Sakai (24-48 hours)
  - Changes made in Sakai ARE NOT reflected in CC
  - Grades do not transfer between Sakai and CC
  - Calculate grades in Sakai using the Gradebook
- Technical Assistance
  - DO NOT submit help ticket
  - Call or email Victoria Hammett for assistance