



FIRST YEAR EXPERIENCE
M E M O R A N D U M

TO: CONSTANCE RELIHAN
FROM: CHRISTOPHER WYCKOFF
SUBJECT: CIM REQUEST FOR CHANGES TO UNIV1060: SUCCESS STRATEGIES II
DATE: 2/23/18
CC: MARK ARMSTRONG, BOBBY WOODARD, CONSTANCE RELIHAN

CIM REQUEST FOR CHANGES TO UNIV1060: SUCCESS STRATEGIES II

At this time, the transition of First Year Experience from the Office of Undergraduate Studies to the Division of Student Affairs has been completed, but the first year seminar courses (i.e. UNIV1050, 1060, 1067, 1100, and 1150) that are administered by First Year Experience are still coded as belonging to the "Provost College" in Banner.

Until the courses can be recoded in Banner, I have been directed by Julia Thompson - in conjunction with Kevin Snyder and Constance Relihan - to circulate this memo to collect signatures for a manually generated request to update the course repeat policy for UNIV1060: Success Strategies II.

The proposed course update for UNIV1060 and the proposed and tentatively approved CIM workflow are attached to this memo.

Signatures below indicate acknowledgement of this memo and approval of the course update request, which is ultimately subject to approval by the University Curriculum Committee.

A blue ink signature of Christopher T. Wyckoff, consisting of a stylized 'C' followed by 'WYCKOFF'.

Christopher T. Wyckoff, Ph.D.
Requestor & Assistant Dir., FYE

A blue ink signature of Mark A. Armstrong, appearing to read 'Mark A. Armstrong' in a cursive script.

Mark A. Armstrong
Director, FYE

A blue ink signature of Bobby Woodard, appearing to read 'Bobby Woodard' in a cursive script.

Bobby Woodard, Ph.D.
VP for Student Affairs

Constance C. Relihan, Ph.D.
Assoc. Provost for Undergrad. Studies
& Chair of Curriculum Committee