



## New Student Courses: UNIV Courses Processes

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New Student (UNIV) Courses serve all new students on UTA's campus each fall and spring semester. Incoming students are required to take a UNIV course and policies pertaining to UNIV courses may be found in the University catalog: <https://catalog.uta.edu/coursedescriptions/univ>. These courses serve thousands of students annually and the involve every College/School in the University. Oversight for and execution of the courses in their capacity as a student success initiative is provided by the Office of New Student Courses (NSC) in the Division of Student Success (DSS). This information in this document and its implementation serves to:

- 1) provide clarity to Colleges/Schools on the expected processes concerning UNIV courses,
- 2) outline the responsibilities of the Division of Student Success to serve Colleges/Schools with regard to UNIV courses,
- 3) encourage coordination between Colleges/Schools and the Division of Student Success regarding UNIV courses and sections, and
- 4) ensure a consistent experience between the large number of sections offered.

This document includes information on the following processes:

1. [Creating the UNIV Course Schedule](#)
2. [Making Changes to the UNIV Course Schedule](#)
3. [Assigning the Instructor of Record](#)
4. [Embedding a Course with Student Success Curriculum](#)
5. [Auditing Student Enrollment in the UNIV Courses](#)
6. [Students Who Do Not Earn the Student Success Credit](#)
7. [Evaluating Course Transfer Equivalencies \(UNIV 1101\)](#)

A [Glossary of Terms](#) is provided at the end of this document.

### Process: Creating UNIV Course Schedule

This section lists out the steps taken to create the UNIV course schedule for each semester.

1. New Student Courses creates course schedule for sections of UNIV 1131, 1101 and 1000.
2. Course schedule will be sent to Colleges for review by November of the previous AY.
3. Requests for changes may be made by emailing [NSC@uta.edu](mailto:NSC@uta.edu) and must be completed by end of December of the previous AY. All changes to the UNIV course schedule will be made by NSC in order to support UTA departments.
4. NSC will assign Peer Academic Leaders (PALs) to sections.
5. Departments/Colleges share instructor list by December or June of the preceding semester. NSC will check IORs for Certification of Credentials and Qualifications (CCQ) compliance.
6. Departments/Colleges assign IOR/works with instructor on CCQ.



## Process: Making Changes to the UNIV Course Schedule

This section outlines the criteria used to change, add or cancel a UNIV section after the course schedule has been established, and the attached processes to do so.

<b>Changing Section</b>	<b>Adding Section</b>	<b>Cancelling Section</b>
<p><u>Criteria</u></p> <ul style="list-style-type: none"> <li>• Extenuating circumstances must exist.</li> <li>• Connection with a paired class may impact change.</li> </ul>	<p><u>Criteria</u></p> <ul style="list-style-type: none"> <li>• Waitlist exists and is more than 5-10 people.</li> <li>• Faculty must be available and already attached to the course.</li> </ul>	<p><u>Criteria</u></p> <ul style="list-style-type: none"> <li>• Less than 10 students registered.</li> <li>• Other sections available for students to go into.</li> </ul>
<p><u>Process:</u></p> <ol style="list-style-type: none"> <li>1. Department notifies each other regarding request/need to change a UNIV section.</li> <li>2. Department is responsible for contacting students already registered for the class about the change and removing them/adding them to new sections.</li> <li>3. Department notifies NSC when all students are notified/dropped/arranged.</li> <li>4. NSC submits change paperwork and notifies the department when change complete.</li> <li>5. Once process is complete, a PAL will be assigned to the section.</li> </ol>	<p><u>Process:</u></p> <ol style="list-style-type: none"> <li>1. NSC will monitor waitlists and notify Department of the need for a new course. <b>OR</b> Department will notify NSC of the need for an additional course depending on enrollment updates.</li> <li>2. NSC and department work together on times and IOR/PAL assignment. PAL and IOR must be attached to new section before a request is made.</li> <li>3. NSC submits paperwork for new course.</li> <li>4. Department moves students off waitlist to new course.</li> </ol>	<p><u>Process:</u></p> <ol style="list-style-type: none"> <li>1. NSC will monitor section enrollments starting 1 month before classes begin and notify Department of the need to cancel a section. <b>OR</b> Department will notify NSC of the need to cancel a section based on enrollment updates.</li> <li>2. Department is responsible for contacting students already registered for the class about the cancellation and removing them/adding them to new sections.</li> <li>3. NSC submits change paperwork and notifies the department when change complete.</li> <li>4. Department notifies IOR. NSC notifies PAL.</li> </ol>

*NOTE: Provisions should be made for students who will not be able to register for another UNIV course. Canceling or changing a course should not impact a student's ability to complete the course requirement in a timely manner.*



## Process: Assigning the Instructor of Record

This section outlines how departments/colleges should work with the Office of New Student Courses to share IOR information and ensure instructors are credentialed able to be assigned in the MyMav system.

1. NSC shares course schedule (an MS Excel document) with academic departments for the upcoming semester early in the preceding semester.
2. College contact returns to NSC the excel document with the IORs for each section listed.
  - a. NSC checks instructors for CCQ. If no CCQ, NSC will alert the college contact, who will work with their instructor to submit a CCQ to the university.
  - b. NSC checks that instructors are coded correctly in the system. If faculty are not coded correctly, Director of NSC will work with OIT and the department to achieve this.
3. Departments are then responsible for assigning instructors to UNIV course sections. Department admin. or assigned party assigns the IOR in MyMav. Ideally, this will be completed before the end of the preceding semester.

## Process: Embedding a Course with Student Success Curriculum

We recommend that all students across the university engage in the 1-hour UNIV course, however we recognize that departments may need to embed the student success curriculum into a course due to the unique nature of the program curriculum. Therefore, this section outlines the process on how to embed the student success curriculum into a departmental course so that the course meets the student success learning outcomes and satisfies the student success credit in the degree plan.

1. Department determines that an existing course is a candidate to count as an equivalency for the UNIV course credit.
2. Department must initiate process in the academic year prior to launching the new curriculum. Course description in the Catalog should include a sentence to reflect that the course satisfies the UNIV course equivalency. Course description changes should be routed through CourseLeaf for college, Undergraduate Curriculum Committee, and Undergraduate Assembly review.
  - a. Department decides to designate discipline course as UNIV 1131/1101 equivalent.
  - b. Program Coordinator/Department Chair/representative faculty member(s) recommended to meet with Director of New Student Courses to ensure learning outcome alignment and necessary course support. Departments recommended to fill out a learning outcomes worksheet to articulate alignment.
  - c. NSC responsible for maintaining lists of all course equivalencies in concert with the Registrar's office.
  - d. NSC coordinates with the Registrar's Office of need to update course attribution.



## Process: Auditing Student Enrollment in UNIV Courses

Students should enroll in a UNIV course or its equivalent in their first long (fall or spring) semester as a UTA student. If this does not happen due to unknown or extenuating circumstances the student should enroll in the course no later than their second semester at UTA.

1. Non-Registration:
  - a. NSC pulls a list of students after census date to determine who has not taken the UNIV course for the current semester.
  - b. NSC Academic Advisor separates the list by College/School, checks for embedded courses, and then sends to that College/School to determine one of the 3 following things about each student:
    - i. Student is enrolled for the upcoming semester
    - ii. Student has a transfer equivalency/is post-baccalaureate/is non-degree seeking
    - iii. Student was given an extension (a rare occurrence) but still needs to take the course
  - c. Department works with students who still need the course to enroll in the subsequent semester. NSC is available to assist.
2. Students Who Have Failed:
  - a. NSC pulls a list of all students who have failed the UNIV course the previous semester after grades are posted.
  - b. NSC Academic Advisor separates the list by College/School and then sends to that College/School for advisors to work with students to register in one of the repeater classes.
  - c. College/School then works with student to enroll in the appropriate course in the upcoming semester; NSC supports as needed.

## Process: Students who Do Not Earn the Student Success Credit

This section discusses how to work with students who have not earned the student success credit and assist them in their path towards graduation.

1. If a student does not pass the UNIV class after a third attempt, or is nearing graduation and has not earned credit for the UNIV course requirement, they are to file an appeal with their home college following normal course appeal processes. Students are directed towards their department web pages to follow the appeal process determined by their School or College. It will be up to the College to waive the UNIV course requirement or not based upon the reasoning provided by the student in the appeal process.



## Process: Evaluating Courses for Transfer Equivalencies (UNIV 1101)

Transfer students are eligible for a course equivalency for the UNIV class and this section outlines the steps students and/or advisors should take to check or apply for an equivalency.

1. Student/advisor submits a syllabus with learning outcomes and course timeline to be evaluated for a student success credit course equivalency through this [form](#).
  - a. Course must be credit-bearing.
  - b. Student must have received a C or higher, or a P.
2. The Director of NSC will notify the student/advisor if the course qualifies as an equivalency. If the student initiated the request, the Director will include the advisor in the communication.
3. Director of NSC submits syllabus and equivalency to the Registrar's office for record-keeping purposes and to grant the equivalency credit to future students.

### *Course Equivalencies for Embedded Courses (UNIV 1101):*

This sub-section outlines the process for determining whether a student needs to enroll in a student success course in the event that the student is transferring in credit for a course at UTA that includes the student success curriculum (an "[embedded course](#)"). A student may transfer in a course equivalency for a UTA course that is embedded with the student success curriculum, however (a) the transfer course curriculum may not include the student success curriculum, or (b) the student success curriculum may exist in a transfer course but the student success outcomes do not align with the UNIV 1101 course outcomes. In these cases, the Office of New Student Courses can work with departments and colleges/schools to determine if a discipline course qualifies for a student success course equivalency.

This process is for checking an embedded course for student success equivalencies:

1. Student/advisor submits a syllabus with learning outcomes and course timeline to be evaluated for student success curriculum through this [form](#).
  - a. Course must be credit-bearing.
  - b. Student must have received a C or higher, or a P.
2. The Director of NSC will notify the student/advisor if the course includes sufficient student success curriculum. If the student initiated the request, the Director will include the advisor in the communication.
  - a. If the course transferring in contains the student success curriculum: Academic credit can only be awarded for a single course. If credit is awarded for a discipline-specific course that does not have the student success curriculum embedded, and the transferred in course does contain the student success curriculum, the UNIV course requirement should be waived.
  - b. If the course transferring in does not contain the student success equivalency: The student should be advised regarding next steps. See the sub-section below on steps to take in this instance.
3. Director of NSC submits syllabus and equivalency to the Registrar's office for record-keeping purposes and to allow equivalency credit/UNIV waiver to future students.



If the equivalent course does not include sufficient student success curriculum, then the department should select one of the options below that is most appropriate based on the individual student case:

1. If a student is in the last (final) 25% of their academic career the college/school or department may consider waiving the UNIV course requirement. Waiving the course requirement means an exemption from a required course because the competencies of the course have been demonstrated. The advisor or other designated official in the department or college would apply the waiver to the MAP in MyMav.
2. In cases where the student has not demonstrated successful completion of a UNIV course equivalent and is not in the final 25% of their academic career, a college or department should advise the student to take a UNIV course to engage with the student success curriculum and achieve the student success credit. The Office of New Student Courses can provide consultation regarding an appropriate section for the student to enroll in.

In any case where a student has indicators that suggest additional support for academic success is advised, the college/school or department should advise the student to enroll in the student success course. The Office of New Student Courses can provide consultation regarding an appropriate section for the student to enroll in.

## Glossary of Terms:

- Certification of Credentials and Qualifications (CCQ): Form submitted to the university that documents the credentials and qualifications of UTA faculty for the courses they teach.
- Embedded Courses: Existing courses in a college or department at UTA that contain the student success curriculum and count for credit toward the UNIV course requirement.
- First Time In College (FTIC): term designating a first time in college student. Typically, a freshman student.
- Instructor of Record (IOR): Instructor for the course. All IOR need to have a CCQ filed with UTA.
- Learning Community: Dyad of UNIV 1131 course and a paired course within the corresponding school's major. Students are enrolled in both courses.
- New Student or UNIV Courses: One credit course that all incoming students to UTA are required to take based on student status as FTIC or Transfer student. Supports students transition into UTA through a student success curriculum rooted in the following areas: academic skills, student success skills, and major/career exploration.
  - UNIV 1101: Transfer student course. Only exemptions are from a transfer equivalency credit, or students who are post-baccalaureate or non-degree seeking. Must be taken within the first two semesters of student's matriculation.
  - 1131: FTIC student course. No exemptions. Must be taken first semester of student's matriculation.
  - 1000: 0 credit course for both FTIC and Transfer students. Used only in the Department of Music. Being phased out for AY21-22.



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**OFFICE OF NEW STUDENT COURSES**  
DIVISION OF STUDENT SUCCESS

- Embedded: courses already existing within a college or school that meets student success curriculum outcomes. Approved through the Undergraduate Curriculum Committee.
- Office of New Student Courses (NSC): Office within the Division of student Success that administrates the UNIV courses, trains and supervises the PALs, and acts as liaison between colleges/schools, instructors and PALs.
- Peer Academic Leader (PAL): Upper class student who has already taken the UNIV course and assists as a discussion leader for the UNIV class under the supervision of the instructor.
- Residential Learning Community: Students in a UNIV 1131 Learning Community who also live together in a residence hall on campus.