

STUDY

ABROAD

How to Fill Out the Credit Approval Form



1. In the Credit Request email, click where it says "Click [here](#) to evaluate this request."
2. Log in with your ONYEN and password.
3. Some of your information will populate automatically into the **Approver Information** section of the form. This includes:
 - a. First and Last Name
 - b. PID
 - c. UNC Email Address
4. Enter your academic **Department**
5. Some of the student information will populate automatically into the **Student Information** section of the form. This includes:
 - a. Student First and Last Name
 - b. Student PID
 - c. Study Abroad Program
 - d. Location
 - e. Term Abroad
 - f. Year Abroad
 - g. Majors and Minors
 - h. Expected Graduation Term
6. Enter evaluation information for the course(s) in the **Course Approval Information**
 - a. **Directions** for looking up Tarheel Tracker codes appear at the beginning of this section.
 - b. **Course Taken Abroad:** Enter the title of the course, including the course number when available. Copy and paste this info from the email you received, if possible.
 - c. **Course Approval Decision:** Indicate whether or not you approve the course for credit.

Note: The next three fields will only appear if you approve the course.

 - d. **UNC Credit Hours:** Enter the number of UNC credit hours that the fulfilled requirement carries.
 - e. **UNC Equivalent:** Enter the UNC course equivalency (if applicable).
 - f. **Tarheel Tracker Code (RG-RQ-LN):** Each 4-digit number translates to sections of the student's Degree Audit: Requirement Group (RG), Requirement (RQ), and Requirement Line (LN). If the approved course satisfies more than one requirement (i.e. counts for a specific requirement in the minor and a more general "numbered 200 or higher" hours-earned requirement), please submit THT codes for the second requirement in the Notes section (see below).
 - g. **Notes** – The Notes section is visible to the student when you submit this form; please indicate here which requirement is being met by the course. If a course meets multiple requirements, resulting in multiple THT codes, **please enter both satisfied requirements here and the THT code for the second requirement.** If you deny credit for a course, please provide a brief explanation of your decision for the student.
7. Enter your First and Last name into the **Approver's Information Certification** section, then check the digital signature checkbox.
8. [Click Submit.](#)

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