How to Use the THT Configuration (Code) Finder

1. Find the correct requirement term for the student’s relevant major or minor.
   a. Pull up the student’s record in Connect Carolina.
   b. Go to the Academics Tab.
   c. Look for the relevant major or minor on the right side of the window. Below is an example of a student with two different requirement terms, one for his Business Administration major, and another for his Phil, Politics, and Econ minor.

2. Open the THT Configuration Finder (there is a link to this tool in the approval form).
   a. Use the first set of drop-down boxes to select the correct plan, subplan (if relevant), and requirement term. **NOTE: If the incorrect requirement term is used, you may get the wrong set of Tarheel Tracker codes for the particular student for whom you are completing the form.**

Use this format for the transfer credit reevaluation form:
b. Use the second set of drop-down boxes to select the appropriate Requirement Group (RG), Requirement (RQ), and Requirement Line (LN).

c. Enter the code at the bottom of the form into the Tarheel Tracker Code box in the Credit Approval form.