

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.

The screenshot shows the 'Academics' tab in the Connect Carolina system. On the left, there is a navigation tree with 'UNCCH - UNC-Chapel Hill' selected, followed by 'UGRD - Undergraduate', 'ASNDU - AS Non Degree Undergraduate', and 'KFBSB - KF Bach Science Business Admin'. The main content area displays student information: Program KFBSB (KF Bach Science Business Admin), Student Career Nbr 1, Status Active in Program (as of 01/09/2019), Admit Term 2192 (2019 Spring), Expected Graduation, Approved Load Full-Time, Load Determination Base On Units, and Level Determination Base On Units. Below this, two requirement terms are listed: Plan BSBA (Business Administration) with Requirement Term 2192 (2019 Spring), and Plan MINPPEUG (Phil, Politics, and Econ Minor) with Requirement Term 2179 (2017 Fall). A red oval highlights the requirement terms section.

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.**

The screenshot shows the 'Tar Heel Tracker Configuration Finder' tool. It features three drop-down menus: 'Plan' (set to 'Phil, Politics, and Econ Minor'), 'Subplan' (empty), and 'Req. Term' (set to 'Fall 2017'). Below these are three input fields labeled 'RG:', 'RQ:', and 'LN:'. A 'Clear All Fields' button is located below the input fields. At the bottom, there is a text prompt: 'Use this format for the transfer credit reevaluation form:' followed by a small input field containing '--'. A red oval highlights the Plan, Subplan, and Req. Term drop-down menus.

- b. Use the second set of drop-down boxes to select the appropriate Requirement Group (RG), Requirement (RQ), and Requirement Line (LN).

Tar Heel Tracker Configuration Finder

Plan: Phil, Politics, and Econ Minor ▼

Subplan: ▼

Req. Term: Fall 2017 ▼

RG: 1082 Minor: Philosophy, Politics, and Economics ▼

RQ: 0184 Philosophy, Politics and Economics Courses ▼

LN: 0030 Philosophy Course ▼

Clear All Fields

Use this format for the transfer credit reevaluation form:

1082-0184-0030

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

Tar Heel Tracker Configuration Finder

Plan: Phil, Politics, and Econ Minor ▼

Subplan: ▼

Req. Term: Fall 2017 ▼

RG: 1082 Minor: Philosophy, Politics, and Economics ▼

RQ: 0184 Philosophy, Politics and Economics Courses ▼

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Clear All Fields

Use this format for the transfer credit reevaluation form:

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