How to find Tarheel Tracker Codes for an Approved Course

Information you will need:
- Access to the Student Ctr screen in Connect Carolina
- The student’s PID for whom you are submitting a course approval

**Step 1)** Access the student’s Student Ctr screen in Carolina
   a. Student Admin Work Center > Student Services Ctr (Student)
   b. Input the students PID in the “ID” line, then click search

**Step 2)** You will be taken to the Student Center Page. From here, click the drop-down menu that says “other academic…” and find Tar Heel Tracker in the list of options. You’ll need to click the double arrow button next to the drop-down menu to get to the next screen.
Step 3) Scroll down until you see your major/minor in Tar Heel Tracker. Please note that your major/minor may be listed closer to the bottom! Once you find your major/minor, the very first code shown underneath the major/minor heading is the RG code. The RG code is specific to your major/minor department. The next highlighted area shows the RQ and LN codes. This is the specific requirement/line where the course you approved will be plugged in.

c. You must provide all 3 codes on the Course Approval form (RG, RQ, and LN, in that order). Without all 3 codes, Credit Specialists in the SAO along with the Registrar’s Office will not be able to determine which requirement you have approved the course for in the student’s major/minor.

d. In the example above, the student is an EXSS General Track major who has gotten a study abroad course approved to satisfy his EXSS 180 course requirement. The Department Reviewer would input the 3 codes into the course approval form as:

1665-2238-0041