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
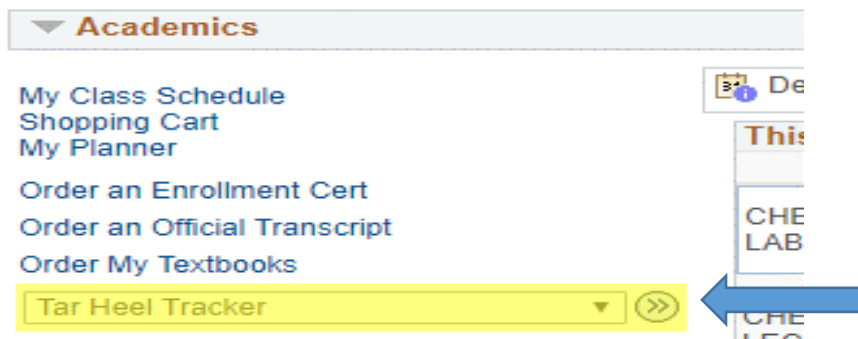   a. Student Admin Work Center > Student Services Ctr (Student)
   b. Input the students PID in the "ID" line, then click search

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