

## 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

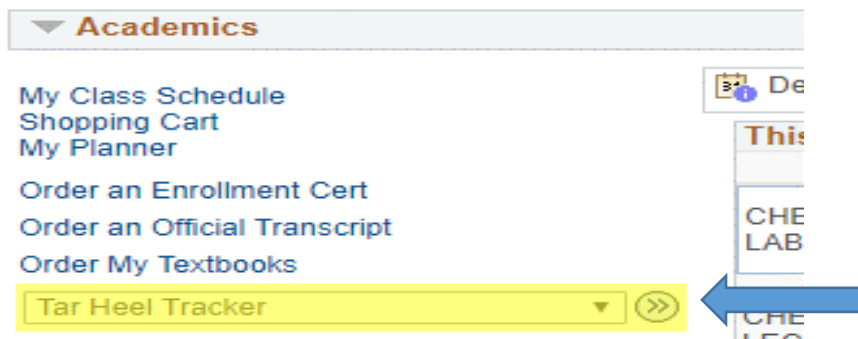
- a. Student Admin Work Center > Student Services Ctr (Student)
- b. Input the student's PID in the "ID" line, then click search

The screenshot shows the 'Student Admin WorkCenter' interface. On the left is a sidebar with a tree view containing 'Admissions', 'Bio-Demo', 'Student Records', and 'Student Services Ctr (Student)'. A blue arrow points to 'Student Services Ctr (Student)'. The main content area is titled 'Student Services Center' and contains a search form. The form has a header 'Find an Existing Value' and a 'Search Criteria' section with five input fields: 'ID begins with', 'Campus ID begins with', 'National ID begins with', 'Last Name begins with', and 'First Name begins with'. A blue arrow points to the 'ID' field. Below the fields is a 'Case Sensitive' checkbox and buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

**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

The screenshot shows the 'Student Center' page with the 'Academics' tab selected. The 'Academics' section has a sidebar with links like 'My Class Schedule', 'Shopping Cart', 'My Planner', 'Order an Enrollment Cert', 'Order an Official Transcript', and 'Order My Textbooks'. A drop-down menu is highlighted with the text 'other academic...' and a double arrow button next to it. On the right, there is a 'This Week's Schedule' table with columns for 'Class' and 'Time/Location'.

Class	Time/Location
CHEM 262L-412 LAB (2526)	Tu 5:30P Chapma 0211
CHEM 430-001 LEC (1802)	TuTh 2:( 3:15PM Genome Bldg -Rr
EXSS 288-004 LEC (4286)	TuTh 8:( 9:15AM Woollen 0304
SPAN 371-002 LEC (13190)	TuTh 3:( 4:45PM Dey Hal
SPAN 373-001 LEC (2117)	TuTh 9:( 10:45AM Dey Hal



**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.

▼ Major: Exercise and Sport Science - General Track

Not Satisfied: (RG1665) Students must complete the following requirements for the major in exercise and sport science - general concentration.

**Major Rules:**

- More than half the credits/courses used in the major must be exclusively used in the major.
- At least half of the courses and credit hours in the major must be completed at UNC-CH.
- Only 2 courses (6-8 hours) of BE credit may be used in the major.
- Only 2 courses of online credit may be used in the major.

- Courses: 9 required, 3 taken, 6 needed

► Requirement Term: Fall 2016

**Major Courses**

Not Satisfied: (RQ2238) Students must complete the following requirements.

► EXSS 175

► EXSS 276

► EXSS 288

▼ EXSS 180

Not Satisfied: (RQ2238:LN0041)

- Courses: 1 required, 0 taken, 1 needed

**The following courses may be used to satisfy this requirement:**

Personalize   View All   <a href="#">[?]</a> First 1 of 1 Last					
Course	Description	Units	When	Grade	Status
EXSS 180	PHYS ACTIVITY CONTEMP SOCIETY	3.00			

- 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.
- 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**