CONNECTCAROLINA:

Quick Reference for Registration

The University Registrar’s Office provides enrollment support during orientation registration sessions and contact information can be found at registrar.unc.edu/registration/registration-support.

LOGGING IN TO CONNECTCAROLINA

1. Go to connectcarolina.unc.edu
2. Click on the Login to ConnectCarolina Student Center link.
3. Log in with your ONYEN and password. ***

Note: ConnectCarolina is also on mobile. Go to mobile.unc.edu for more information on CarolinaGO. For the best first-time registration experience, the desktop version of ConnectCarolina is recommended.

***If this does not work, or if you’ve forgotten your password, you can go to itsapps.unc.edu/improv and click on the Reset Lost or Forgot-ten Password link under ONYEN Password Management.

SCHEDULE PLANNER

As a best practice, we recommend utilizing the Schedule Planner class search tool for enrollment during New Student Orientation registration sessions. This will allow you to view sections of classes with seats reserved for your specific groups such as majors or First-Year students.

1. Access Schedule Planner from your main Student Center page, by clicking the Schedule Planner link on the left side.

2. Use the “click here” button to launch Schedule Planner. Your main Student Center page will remain open in another window. Note: You will need to allow pop-ups from this site.
3. Once in **Schedule Planner**, note the various search options. Select **Course Status** of **Open & Full w/ Waitlist Open** to look for sections that either have seats available or have waitlist seats available.

4. Add classes by subject and course number by selecting both from the drop-down lists, and then review the course information and click “add course” to see the courses populate to the right.

5. Note that you can select courses by **Course Attribute** to narrow down your search for courses that will fulfill general education requirements.
6. Once you have selected courses, click the “back” icon to go back to the main Schedule Planner page and generate potential schedules by leaving all courses selected and clicking the “generate schedules” option at the bottom of the page, which will return schedules matching your criteria.

7. Click View on schedules to see potential options, scrolling through the Schedules by clicking the arrows to the left and right.

8. Lock in classes (or class/related recitation combinations) by clicking the padlock

9. Important! Be sure to click the information icon to view reserve capacities (restrictions) on classes, as well as notes and any consent required to enroll

10. When done, click the “send to shopping cart” button.
11. Click **OK** to be transferred to your Shopping Cart.

12. Next, click **Course Enrollment** from this page:

   Schedule Planner
   - The Schedule Planner helps you plan your class schedule. You may need to disable the pop-up blocker of your internet browser to successfully launch the Schedule Planner.

   **Instructions:**
   1. Click **here** to open the Schedule Planner in a pop-up window.
   2. Return to this window after clicking **‘Send Schedule to Shopping Cart’**.
   3. Visit the **Course Enrollment** page from your Student Center to continue with course enrollments; click the ‘Import Cart’ button (see diagram).

13. From **Plan > Shopping Cart**, click the “import cart” button and your classes from Schedule Planner will populate your shopping cart.
SEARCHING FOR CLASSES

Note: Utilizing Schedule Planner is recommended for beginning your schedule and reviewing reserve capacities specific to sections with seats being held for your registration session. You may also utilize the Class Search from your Shopping Cart for additional classes.

1. From the Student Center home page, click the enrollment shopping cart link.

2. Click the Search for Classes button under the Find Classes area.

3. Click the search button to go to the Class Search page.

4. Uncheck the “show open classes only” checkbox to view all sections of the class, even if they are currently closed.

5. Enter the Course Subject and the Course Number (if known). If the Course Subject is not known, click the green “select subject” button for a listing of subjects. If the Course Number is not known, click the Course Number drop down to try using the less than or equal to option, or try using Additional Search Criteria.

6. Click the SEARCH button to perform the search.

7. From the Search Results page, review the search results, including the class notes. If the class status shows a green circle ⬤ the class has open seats. If the status shows a blue square ⬤, the class is full without a waitlist option. If the status shows a yellow triangle ▲, the class has a waitlist.

Note: When using the Class Search from your Shopping Cart, it is important to view any class notes that are placed on a class, as they may contain information on restrictions for the class or additional information. Best practice is to review classes in Schedule Planner to see the reserve capacity information. To view the class notes, click on the Section link for the class (ex. Section 002-LFC(12544)) and look under the Class Notes heading.
There are additional features available on the Search for Classes page that may be helpful when looking for classes.

For example, the Search By Class Attribute section will allow you to search for classes that fulfill General Education requirements. The Additional Search Criteria section can be used to look for classes that meet on certain days and times and will help you narrow down your results if you get an error message that your search exceeded the maximum limit. When looking at class search results, be sure to click the View All Sections link to see all available sections.

**ADDING CLASSES TO SHOPPING CART**

1. From the Search Results page, locate the class you wish to add to your Shopping Cart, and click the select class button.

   **Note:** Click the View All Sections link to see all available results.

2. If the class has a related recitation or component, you will be prompted to select one now. Click the Next button to proceed.
3. The Enrollment Preferences page will present a summary of course information. Check the Wait list if class is full checkbox if you wish to waitlist for the class if it is full. Click the Next button to proceed.
4. Once you have successfully added the class to your shopping cart, you will receive a message letting you know the class has been added.

![HIST 127 has been added to your Shopping Cart.](image)

   **Important:** This does not mean you are enrolled in the class or guaranteed a spot in the class. It just means that the class has been added to your shopping cart for future enrollment attempts.

**ENROLLING IN CLASSES**

Navigate to Plan > shopping cart when getting ready for your enrollment appointment to begin. Select your classes and be ready to click enroll and the Finish Enrolling button. Be sure you have imported all classes from Schedule Planner before proceeding.

If you want to select specific classes to try and enroll in first, you can use the Plan > shopping cart tab.

1. From the Plan > shopping cart tab, you can select the classes you want to try to enroll in first by placing check marks in the Select boxes.
2. Click on the enroll button, confirm your classes, and click the Finish Enrolling button.
If you wish to try and enroll in everything in your shopping cart, knowing that the enrollment processor will attempt the enrollments first alphabetically and then numerically, you can navigate to the Enroll > add tab.

1. From the Enroll > add tab, all the classes in your shopping cart will be selected, and you can delete any you do not want to enroll in by clicking on the garbage can icon.
2. When you are satisfied with your classes, click on the button.
3. Review your classes and click Finish Enrolling.

Important: For either method, Enroll > add or Plan > shopping cart, you’ll want to follow through with all steps until you receive the View Results page:

- If the Status shows , it means that you were successfully enrolled in the class.
- If the Status shows , you were not enrolled and need to look at the error message for more information.

The error messages may tell you that the class is full, requires department or instructor consent, available seats are reserved, would result in a time conflict, etc. If you need more information on a class, you may contact the teaching department for the class.

To continue with your enrollment, click ADD ANOTHER CLASS.

DROPPING A CLASS

1. To drop a class, navigate to the Enroll > drop tab.
2. Next, select the class that you wish to drop and click the button.
3. You will be asked to confirm your selection—you can then click the button.
4. Please review your results.
   a. If the Status shows , the class was dropped.
   b. If the Status shows , read the error message to understand why the class was not dropped.
EDITING A CLASS

The *Enroll > edit* tab can be used to change a recitation of an enrolled class or change the number of credits on an enrolled variable credit class. To edit a class, you will want to select the class from the drop down menu on the *Enroll > edit* tab.

[Image of Edit Class Enroll Options]

Only the classes that are editable are displayed in the list. Once you select the class, click on the button.

- If the class has a recitation, you will see the list of the associated recitations. Remember to click the *View All Sections* link to see all of the recitations available. Select the new recitation and click the NEXT button.
- If the number of credits on a variable credit class needs to be updated, that can be done on the next *Enrollment Preferences* screen. Otherwise, click the NEXT button.
- You will be asked to confirm your selection—you can then click the button.

If you receive a for the *Status*, the request went through successfully. Otherwise, you will get a with a message as to why the request was not completed.

**Note:** Do not select the *Wait list if class is full* checkbox when using *Edit* to change a recitation section. If this checkbox is selected, and the original lecture section or new recitation section is full with a waitlist available, the system will drop you from your enrolled lecture/recitation combination and place you on the waitlist for that same lecture/new recitation combination.

WAITLISTING A CLASS

To waitlist for a class, follow instructions for searching for a class and be sure to uncheck the *Show Open Classes Only* checkbox to see the classes that are already full.

1. Click the button from the *Search Results* page. You can see if a waitlist is available if the *Status* shows ,
2. From the *Enrollment Preferences* screen, check the *Wait list if class is full* check box and then click the NEXT button to add the class to your shopping cart.
3. Select the class and finish the steps for enrolling.

**Note:** If you are successfully added to the waitlist, you will receive a for the *Status*, with a message letting you know that the class is full, but you have been placed on the waitlist, along with your position number on the waitlist.
SWAPPING A CLASS

The Swap feature will allow you to swap one class for another class. If you do not get into the second class, you will still have your seat in the first class.

Note: To change a recitation section of a class, see the Editing a Class section. Registrar’s Office recommends swapping courses instead of dropping.

1. Go to Enroll > swap and select the class you wish to swap out of from the drop-down menu under the Swap This Class section.

2. Choose the class you want to enroll in from the With This Class section by choosing a class from the Class Search or one that is already in your shopping cart.

3. After the Swap This Class and With This Class sections are completed, you can click the select button.

4. You will be asked to confirm your selection—you can then click the button.

5. From the View Results page, you will see a if the request goes through (you were dropped from your Swap This Class option and enrolled in your With This Class option), or a and error message if it does not go through (you remain in your Swap This Class option).
SHOPPING CART APPOINTMENTS

Shopping Cart Appointments allow you to validate certain aspects of one or more classes in your shopping cart to help you plan your schedule. This validation feature will help check for potential problems with registration such as:

- Time conflicts
- Pre-requisites and co-requisites
- Department or instructor permission

When the Validate button appears in your Enrollment Shopping Cart (Plan > Shopping Cart), you know that your Shopping Cart Appointment is active and can validate your classes.

Important: Shopping Cart Appointments do not check for reserve capacities on classes. Be sure to utilize Schedule Planner for this or review the class notes section when searching for classes from your Shopping Cart directly.

After you enroll, we recommend running your Tar Heel Tracker from the Other Academics drop-down menu. Please refer to the next section titled Tar Heel Tracker for more information.

For additional information on your ConnectCarolina Student Center, Schedule Planner, and course registration, visit the University Registrar’s website at registrar.unc.edu/registration/registration-support.
TAR HEEL TRACKER

WHAT IS TAR HEEL TRACKER?

• Provides a real-time look at degree, General Education, major, and minor requirements.

• Allows students to click the description of the class needed to see if the class is scheduled, when it meets, and who the instructor is.

• Provides students with the ability to search courses by requirement, go directly from a list of required courses, and place the courses into the enrollment shopping cart. [https://registrar.unc.edu/academic-services/tar-heel-tracker/howtouse_tht/]

TYPES OF REPORTS

Tar Heel Tracker:

A report that tracks your progress toward your degree. This report allows you to see what courses fulfill your requirements, pick the section of the course you want, and add it directly to your shopping cart.

What-If:

Allows you to run a What-If tracker report to show what your courses and requirements would look like if you changed your major, added a second major or minor, or if you just wanted to see where a course would fall if you enrolled in it.
Plan By My Requirements:
Allow you to add courses to your planner by your specific requirements and also indicates courses already in your planner with a blue star icon.

- **Academics**

Search
Plan
Enroll
My Academics

Order an Official Transcript
Schedule Planner

Tar Heel Tracker allows you to click on the description link of the course needed to satisfy the requirement.

- **American Government: POLI 100**

  Not Satisfied: American Government: POLI 100 (RQ0041:LN0010)

- Courses: 1 required, 0 taken, 1 needed

The following courses may be used to satisfy this requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLI 100</td>
<td>INTRO TO GOVT IN US</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

View All | First | 1 of 1 | Last

Clicking on the description link provides you with information including a full description of the course, what general education requirements the course will meet, as well as the option to view available sections or add the course to your planner.

**POLI 100 - Introduction to Government in the United States**

Course Detail
- Career: Undergraduate
- Units: 3.00
- Grading Basis: Undergraduate Graded
- Course Components: Correspondence: Optional, Lecture: Required, Rotation: Required
- Academic Group: College of Arts & Sciences
- Academic Organization: Political Science

Enrollment Information
- Course Attribute: SS: Social and Behavioral Science
- NA: North Atlantic World

Description
An introductory course designed to explain the basic processes and issues of the American political system.
After you have chosen the section of the course that fits into your schedule, you can then add the course directly to your enrollment shopping cart.

### My Tar Heel Tracker

#### Add to Shopping Cart - Enrollment Preferences

2012 Fall | Undergraduate | UNC-Chapel Hill

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Lecture</th>
<th>Recitation</th>
<th>Wait List</th>
<th>Permission Nbr</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLI 100-006</td>
<td>Open</td>
<td>Open</td>
<td></td>
<td></td>
</tr>
<tr>
<td>POLI 100-601</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The What-If Report allows you to create scenarios such as changing a major or adding a second major or minor by choosing the program scenario option. This is a useful tool to see what requirements you will satisfy if you change your major or add an additional major or minor.

### Program Scenario

The information that appears on the page by default is your current academic information. You can use the fields below to set up a what-if scenario based on one or more programs of study. You can define up to three scenarios.

<table>
<thead>
<tr>
<th>Academic Program</th>
<th>Area of Study</th>
<th>Concentration</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS Bachelor of Arts</td>
<td>American Studies Minor</td>
<td>n/a</td>
</tr>
</tbody>
</table>

**Minor: American Studies**

**Not Satisfied:** (RG1085) Students must complete the following requirements for the minor in American studies.

**Minor Rules:**
- More than half the credits/courses used in the minor must be exclusively used in the minor.
- At least 9 hours of the courses used in the minor must be UNC-CH courses.
- Only 1 course (3-4 hours) of BE credit may be used in the minor.

**Requirement Term:** Fall 2012

**American Studies Courses**

**Not Satisfied:** (RQ0187) Students must take 5 of the following courses.
The What-If course scenario allows you to see where individual courses will fall into your Tar Heel Tracker. These courses are indicated by a ? icon to show that it is a What-If course.

**Course Scenario**

Click the "browse course catalog" button and then select courses for inclusion in your course what-if scenario.

```
<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>Requirement Designation</th>
<th>Term</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMST 334</td>
<td>Defining America</td>
<td>3.00</td>
<td>HS,NA</td>
<td>2012 Summer I</td>
<td></td>
</tr>
</tbody>
</table>
```

**Historical Analysis Course (HS)**

- Satisfied: Students must take at least one historical analysis course. (HS) (RQ006:LN0670)
- Courses: 1 required, 1 taken, 0 needed

The following courses were used to satisfy this requirement:

```
<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMST 334</td>
<td>DEFINING AMERICA</td>
<td>3.00</td>
<td>2012 Summer I</td>
<td></td>
<td>?</td>
</tr>
</tbody>
</table>
```

Additional information about the Tar Heel Tracker can be found at the University Registrar’s website at registrar.unc.edu/academic-services/tar-heel-tracker.