Student Records Registration and Enrollment Syllabus

Introduction

The Student Records: Registration training class provides essential background knowledge on the registration process and working with student records in ConnectCarolina. The class also covers basic system skills, features that are necessary for completing registration actions in ConnectCarolina.

Learning Objectives

This class provides references and solutions for the following actions:

- Provide background knowledge in UNC-CH’s registration process.
- Overview of the screens associated with the student record.
- How to use Search screens to locate student records.
- How to navigate/interpret a results page.
- How to modify a student’s program, plan and sub-plan.
- How to enroll, drop and swap single courses during open enrollment.
- How to enroll and drop from a single course during the drop/add period.
- How to enroll and drop from a single course after the registration period closes.
- How to work with service indicators associated with the enrollment process.
- How to work with general or course specific overrides to process an enrollment.
- How to view a wait list.
- How to cancel an existing registration or withdraw a student for one or more terms.
- How to term activate a student.

Resources

Below are several resources that may help you resolve any registration related questions.

- Registrar Document Repository
- Registrar Facebook Page for latest updates and deadlines on registration

Training Areas

1. Basics/Overview
   - Navigation
   - Set up SACR
   - Favorites
   - New Window

2. Campus Community
   - Student Services Center (Student)
     - Class Schedule
     - Enrollment Appointment/Dates
   - Class Schedule

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- Address, Phone Number, Email Address
- Holds/Service Indicators

3. Program/Plan
   - How to Find a Student’s Major(s)/Minors/Concentrations/Options
   - How to Read Program/Plan Stacks
   - How to Update Plans (if applicable)

4. Checking a Student’s Record
   - Term Activation
   - Eligible to Enroll
   - Service Indicators

5. Term Statistics
   - Checking Current/Previous Semesters
   - Cancellations/Withdrawals

6. Registration
   - Class Search
   - Add
   - Add with a Recitation
   - Drop
   - Swap
   - Overrides
   - Norm-Maint./Variable Credit Courses
   - Study List
   - Enrollment Summary
   - Registration Audit Trail (Enrollment Request Search)

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