


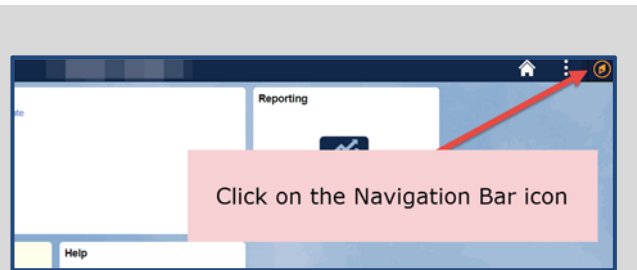
How to Run a Plan By My Tar Heel Tracker Report (Admin Navigation)


This section will show advisors how to run a Plan By My Tar Heel Tracker report in ConnectCarolina through the Navigation Bar.

Note: This report allows advisors to see what courses a student has in their planner and where they are falling in the Tar Heel Tracker.

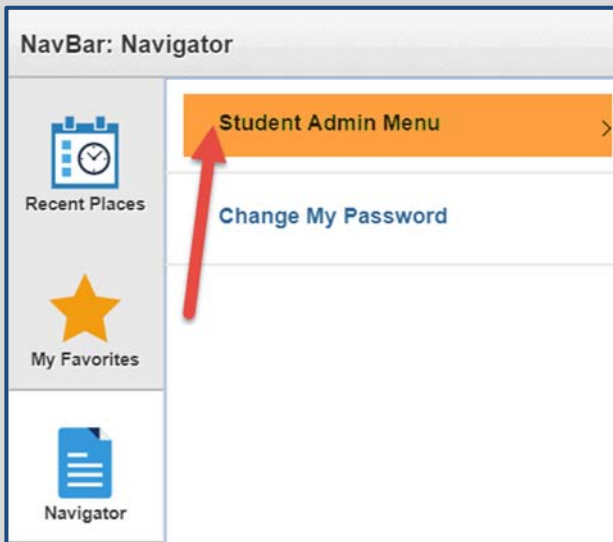
1. Click on the **Navigation Bar**  icon to display the NavBar menu.

Note: This icon can be found in the upper right-hand corner of your screen.



2. Click on the **Navigator**  icon.
3. Click on the **Student Admin Menu** link.
4. Follow the path below to access the **Request Advisement Report**.

Academic Advisement > Student Advisement > Request Advisement Report



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5. Request Advisement Report Page

- a. Enter the student's **PID** in the ID field.
- b. Click the "Search" button.

Request Advisement Report
Enter any information you have and click Search. Leave fields blank for a list of all values

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

ID = **a**

Academic Institution =

Report Type =

Report Date =

Report Sequence =

Report Identifier begins with

User ID begins with

Date Processed =

Report Status =

Case Sensitive

Search [Basic Search](#) [Save Search Criteria](#)

The search results Page

Click on a **PLANR** Report Type.

- a. **ADDAR**
Main Tar Heel Tracker report
- b. **PLANR**
Plan By My Tar Heel Tracker report
- c. **WHTIF**
What-if report

Search Results
[View All](#)

ID	Academic Institution	Report Type
	UNCCH	ADDAR
	UNCCH	PLANR
	UNCCH	WHTIF

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6. Advisement Request Results

- a. Click the **Process Request** button

Report Request | Report Request Log

ID/Name	720278236	Bunsen Honeydew
Academic Institution	UNCCH	UNC-Chapel Hill
Report Type	PLANR	Plan by Requirements Report
Date Processed		Report Status Pending
*Report Date	05/31/2011	*As of Date 01/01/3000
*Report Identifier	ADMIN	Administrative Request

Actions

Process Request a

Save

Report Request | Report Request Log

7. Plan By My Tar Heel Tracker Report

- At the top of the report you will see a blue star icon. This icon indicates a course that the student has in their planner.

Plan by Requirements Report

UNC-Chapel Hill | Undergraduate

This report last generated on 05/31/2011 4:01PM

collapse all expand all

✓ Taken ♦ In Progress ★ Planned

The Planned course symbolized by the blue star now falls into all the applicable requirements in the Tar Heel Tracker.

Behavioral Neuroscience

Satisfied: Behavioral Neuroscience (RQ0389)

✓ PSYC 220 or 225

Satisfied: PSYC 220 or 225 (RQ0389:LN0010)

• Courses: 1 required, 1 taken, 0 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
PSYC 220	BIOPSYCHOLOGY	3.00	2012 Summer		★

View All | First 1 of 1 Last