Purpose:

This document shows how to locate specific pages in ConnectCarolina.

Bio/Demo Information

Action	Description	Navigation
Locate a student Record (Search/Match)	Search for a person in the PeopleSoft database ***You can search by name on any screens listing first name/last name as search criteria*	Campus Community > Personal Information (student) > Search/Match
Names	Update/view all name types and effective-dated name changes	Campus Community > Personal Information (Student) > Biographical (Student) > Names
Emergency Contact	Update/view emergency contacts	Campus Community > Personal Information (Student) > Biographical (Student) > Emergency Contact
Address Inquiry	Update/view all addresses	Campus Community > Personal Information (Student) > Biographical (Student) > Addresses/Phones > Addresses
Telephone	View all telephone numbers	Campus Community > Personal Information (Student) > Biographical (Student) > Addresses/Phones > Phones OR Campus Community > Student Services Ctr (Student)
Email Addresses	View email addresses	Campus Community > Personal Information (Student) > Biographical (Student) > Addresses/Phones > Electronic Addresses OR Campus Community > Student Services Ctr (Student)
FERPA	FERPA indicator	-- FERPA Service Indicator
Residency	View residency information	Campus Community > Personal Information (Student) > Identification (Student) > Residency Data

Athletic Participation	Track participation in a sport	REGPRD SI if the student has the REG-PRAD service indicator, we need Athletic Advising's sign off before processing registration changes.

Enrollment Activities

Enroll Students	Enroll, drop, swap or use norm maint	Records and Enrollment > Enroll Students > Quick Enroll a Student
Enrollment Request Search	View a registration audit trail by "querying" information from enrollment requests	Records and Enrollment > Enroll Students > Enrollment Request Search

(See Enrollment Request Search doc) |
| **Enrollment Requests** | View previous enrollment requests by enrollment request ID or student's name/PID | Records and Enrollment>Enroll Students>Enrollment Request>Find an Existing Value |
| **Term History** | View term and cumulative statistics (# credits in progress, taken and passed, GPA), withdrawals/cancellations and academic standing information. | Records and Enrollment > Student Term Information > Term History |
| **Enrollment Summary/ Schedule/ Student List** | View/print a student's list of classes for a specific term. | Records and Enrollment > Enrollment Summaries > Enrollment Summary

OR

Campus Community > Student Services Ctr (Student)

OR Records and Enrollment > Enroll Students > Quick Enroll as Student > Add New Value > Click "Study List" on bottom |
| **Enrollment Appointment** | View the date that the student can start to register for classes (by term). | Records and Enrollment > Term Processing > Appointments

OR

Campus Community > Student Services Ctr (Student) > Click on details under Enrollment Dates |
| **Block Enrollment** | Enroll a group of students into one class or a block of classes.
Setup classes for block enrollment. | Records and Enrollment >   Enroll Students > Block Enrollment > Block Enroll Merge Create Class Block |

	Setup students for block enrollment.	Create Student Block

Career and Program Information

Student Program/Plan	View the student's Academic Program/Plan history in each Academic Career (degrees, majors, minors, concentrations)	Records and Enrollment > Career and Program Information > Student Program/Plan Student Program tab to see degree/effective date/admit term/catalog year Student Plan tab to see majors, minors, if in honors program Student Sub-Plan tab to see concentration ***Be sure to "View All" on the bottom of the Student Plan tab (second thick blue line) to see all of the student's plans**
Student Groups	Update the student groups that a student belongs to	Records and Enrollment > Career and Program Information > Student Groups *** student groups they have access to see?
Student Career	View a summary of effective-dated Academic Program/Plan actions	Records and Enrollment > Career and Program Information > Student Career
Student Term Search	View a summary of terms that the student was eligible to enroll	Records and Enrollment > Career and Program Information > Student Term Search
Student Degrees	View the student's degree information	Records and Enrollment > Graduation > Student Degrees
Honors and Awards	View honors and awards by term	Records and Enrollment > Graduation > Honors and Awards
Transfer Credit/Placement Credit/Test Scores	View external test scores (Placement Tests, SAT, etc.)	Records and Enrollment > Transfer Credit Evaluation >