

## Top 10 (plus one bonus) ConnectCarolina Registration Tips

1. Visit the Registrar's Registration Video Series **before** your enrollment appointment starts

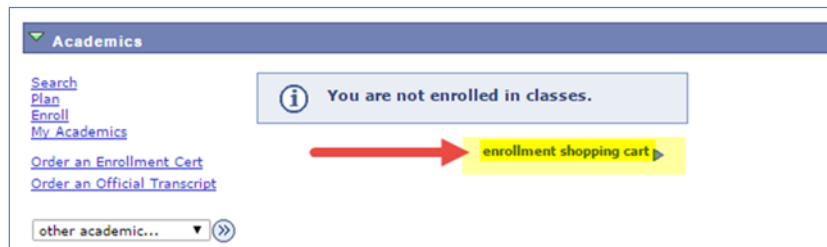
These instructional videos will cover everything from different ways to search for classes, to how to enroll in, drop, swap, edit, and waitlist classes.

**Go to:** <http://registrar.unc.edu/registration/registration-video-series/>

2. Remember to use **Plan > Shopping Cart** when you're first enrolling in classes

This is the navigation in your ConnectCarolina Student Center to place checkmarks next to the individual classes you want to enroll in, rather than the Enroll > add navigation that selects all of the classes for you.

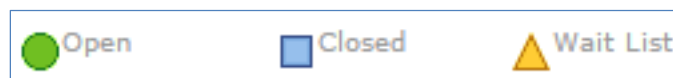
- Click on the **enrollment shopping cart** link to get to your shopping cart



- Notice the **Plan > shopping Cart** navigation



3. Understand the green circles, blue squares, and yellow triangles  
Use these symbols to ensure you are enrolling in **open classes**.



- **Green circle** = open seats in class, check class notes to make sure you meet any restrictions for the class
- **Yellow triangle** = class is full but seats are available on the waitlist
- **Blue square** = class is full and there is no waitlist option

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Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
<a href="#">12459</a>	<a href="#">402-LAB Session A</a>	Mo 1:25PM - 4:30PM	Wilson - Rm 0212	Staff	08/18/2015 - 12/11/2015		<a href="#">select</a>

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
<a href="#">12458</a>	<a href="#">401-LAB Session A</a>	Mo 1:25PM - 4:30PM	Wilson - Rm 0111	Staff	08/18/2015 - 12/11/2015		<a href="#">select</a>

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
<a href="#">12458</a>	<a href="#">401-LAB Session A</a>	Mo 1:25PM - 4:30PM	Wilson - Rm 0111	Staff	08/18/2015 - 12/11/2015		<a href="#">select</a>

### 4. Finish Enrolling

**Important:** Remember that after you click 'enroll' there is **still** an additional required step of clicking **FINISH ENROLLING** before your enrollment transaction is processed.

### 5. Read the Error Messages

If the enrollment attempt is successful, you will see a green circle accompanied by a **"Success"** or **"Messages"** message. If your enrollment attempt is **not** successful, you will see a red X with an **"Error"** message (*see below*).

<div>  Success: enrolled            Error: unable to add class         </div>		
Class	Message	Status
ANTH 101	<b>Message:</b> This class can count toward the General Education program for undergraduate students.	
	<b>Message:</b> Class 1859 is full. You have been placed on the wait list in position number 1.	
CHEM 101	<b>Message:</b> This class can count toward the General Education program for undergraduate students.	
CHEM 101L	<b>Success:</b> This class has been added to your schedule.	
DRAM 115	<b>Error:</b> You cannot add this class due to a time conflict with class 1707. Select another class.	
HIST 127	<b>Message:</b> This class can count toward the General Education program for undergraduate students.	

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### Some Example Error Messages:

- **You cannot add a class due to a time conflict with class XXX. Select another class.**

**Note:** This error message lets you know that you are already enrolled in another class at this time. The class number listed in the error message is the enrolled class creating the time conflict, so you can go back to your schedule to see which class is creating the issue.

- **Department/Instructor Consent Required. You must obtain permission to take this class.**

**Note:** This error message lets you know that the class requires either department or instructor consent. You should contact the teaching department of the class for more information on obtaining permission, and then the department will have to enroll you once you do have permission.

Class	Message	Status
MATH 233	<b>Error:</b> Department Consent Required. You must obtain permission to take this class. If you have a permission number, click Add Another Class, click the class link, enter the number and resubmit.	✗

- **Class XXX is full.**

**Note:** This error message lets you know that the class is full and there are no open seats. If the class has a waitlist option, you can waitlist the class if you chose to do so.

Class	Message	Status
ENGL 105	<b>Error:</b> Class 8555 is full. If a wait list is available, click Add Another Class to return to step 1. Click the class link, select the wait list option and resubmit your request.	✗

- **You are unable to enroll in this class at this time. Available seats are reserved and you do not meet the reserve capacity requirements.**

**Note:** If a department is restricting seats to a specific group of students (academic level, major, etc.), and you do not meet that reserve capacity, you will receive this enrollment error message. We ask that departments put information on any restrictions on the class in the class notes.


Class	Message	Status
HIST 280	<b>Error:</b> You are unable to enroll in this class at this time. Available seats are reserved and you do not meet the reserve capacity requirements.	✗

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6. Check **Class Notes** to see if there are restrictions on the class or additional information listed


To check the class notes:

- a. Click on the **Section** link when searching for the class, or once the class is in your shopping cart.

ENGL 53 - First-Year Seminar: Slavery and Freedom in African American Literature and Film							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
8813	001-LEC Session A	TuThF 1:35PM - 2:15PM	Greenlaw - Rm 0318	WILLIAM ANDREWS	08/18/2015 - 12/11/2015		<a href="#">select</a>

- b. Locate the **Notes** section.

**PHIL 292 - 001 Introducing and Integrating Philosophy into Primary and Secondary Schools**  
 UNC-Chapel Hill | 2015 Fall | Lecture

Class Details			
Status	 Open	Career	Undergraduate
Class Number	8047	Dates	8/18/2015 - 12/11/2015
Session	Session A	Grading	Undergrad - graded
Units	3 units	Location	UNC Chapel Hill
Instruction Mode	Face to Face Instruction	Campus	UNC Chapel Hill
Class Components	Lecture Required		

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
TuTh 3:30PM - 4:45PM	Peabody - Rm 0216	STEVEN SWARTZER	08/18/2015 - 12/11/2015

Enrollment Information  
 Add Consent  
 Enrollment Requirements  
 Class Attributes

Class Availability  

Class Capacity	36	Wait List Capacity	0
Enrollment Total	0	Wait List Total	0
Available Seats	36		

**Notes**  

<b>Class Notes</b>	Permission required for enrollment. Prerequisite: 2 prior PHIL courses.
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**Description**  
 Prerequisite, two previous PHIL courses. Permission of the instructor. This course combines on-campus structured learning with substantial on-site field work incorporating philosophy into the primary and/or secondary school curriculum. Philosophy subjects and school partners will vary by semester.

**Textbook/Other Materials**  
 Textbooks to be determined

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**Important:** If you have additional questions on the classes, be sure to reach out to the teaching departments.

- Click the **Add Another Class** Button to Return to the Shopping Cart after Enrolling  
When you submit your first enrollment attempt, and review your successful enrollments and errors, you'll click on the **Add Another Class** button to return to your shopping cart to continue enrolling in other options and/or search for additional classes.

**Shopping Cart** 1 2 3

**3. View results**

View the following status report for enrollment confirmations and errors:

2014 Fall | Undergraduate | UNC-Chapel Hill

Class	Status
AN	
CH	
CHEM 101L	Success: This class has been added to your schedule.
DRAM 115	Error: You cannot add this class due to a time conflict with class 1707. Select another class.
HIST 127	Message: This class can count toward the General Education program for undergraduate students.

MY CLASS SCHEDULE ADD ANOTHER CLASS

- Take Advantage of Additional Search Features

There are several ways to search for classes to add to your shopping cart, including additional search criteria and an option to search for classes that meet General Education requirements.

- Search by one or more General Education requirements

**Shopping Cart**

**Enter Search Criteria**

**Search for Classes**

UNC-Chapel Hill | 2014 Fall

Select at least 2 search criteria. Click Search to view your search results.

**Search By Class Attribute (General Education, Honors, etc.)**

1	APP-HS	APP-HS - Historical Analysis	+	-
2	CON-WB	CON-WB - The World Before 1750	+	-

**Note:** Be sure to click the '-' button to delete that requirement when you are ready to search with different criteria.

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- The **Additional Search Criteria** can be used to limit your results to days/times of the week or Course Components (*just search for lectures only, for example*).

**Additional Search Criteria**

Meeting Start Time: greater than or equal to [ ]

Meeting End Time: less than or equal to [ ]

Days of Week: include only these days

☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

Instructor Last Name: begins with [ ]

Course Keyword: [ ]

Class Nbr: [ ]

Minimum Units: greater than or equal to [ ]

Maximum Units: less than or equal to [ ]

Course Component: [ ]

Session: [ ]

Mode of Instruction: [ ]

Campus: [ ]

**Important:** If you find a class in the class search that you want to add to your shopping cart, and the 'select class' button is missing, it's already in your shopping cart.

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
2105	006-LEC <a href="#">Session A</a>	TuTh 12:30PM - 1:45PM	Carroll - Rm 0111	PATRICK CONWAY	08/18/2015 - 12/11/2015		
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
2109	007-LEC <a href="#">Session A</a>	TuTh 11:00AM - 12:15PM	Carroll - Rm 0111	RITA BALABAN	08/18/2015 - 12/11/2015		<a href="#">select</a>
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
2127	008-LEC <a href="#">Session A</a>	TuTh 9:30AM - 10:45AM	Carroll - Rm 0111	BOONE TURCHI	08/18/2015 - 12/11/2015		<a href="#">select</a>

- To drop classes, navigate to the **Enroll > drop** tabs.

Rameses Tarheel

Student Center [ ]

Search Plan **Enroll**

my class schedule || add || **drop** || swap || edit

**Note:** You can drop one class or multiple classes at the same time.

### 9. Utilize the **SWAP** feature

Swap allows you to attempt enrollment into a new class without losing your enrolled seat in the class you want to drop.

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**Important:** If you are able to successfully swap into the new class, you will be dropped from the enrolled class. If you are not able to enroll in the 'swap to' class, you do not lose your seat in the 'swap from' class.

- Do not use SWAP to change a recitation on a class! To change a recitation, you want to use **Enroll > Edit**.

- Utilize your shopping cart appointment to validate your classes  
Validating classes will help you check for time conflicts, requisites and instructor/department permission required.

**Go to:** <http://registrar.unc.edu/registration/registration-guide/shopping-cart-appointments/>

Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	HIST 158-006 (6129)	MoWe 9:00AM - 9:50AM	Murphey - Rm 0116	F. CASSEN	3.00	●
<input type="checkbox"/>	HIST 158-601 (11819)	Fr 10:00AM - 10:50AM	Phillips - Rm 0328	Staff		●

for selected:

- Pay close attention to enrollment limits and enrollment dates

- You can enroll in up to 17 credits through August 6.
- Starting August 7 (the beginning of open enrollment), you can enroll in up to 18 credit hours.
- You can drop down to 1 credit through the last day to add online, at which point the enrollment limit will be set at 12 credits.
- You need to be enrolled in 12 credits to be a full-time student.

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- For Fall 2015, you can add online through your ConnectCarolina Student Center through August 24 and drop online through August 31.
- For questions on enrollment limits, taking additional credits, etc., consult with Academic Advising.
- Check enrollment dates on our University Registrar's Calendars:  
<http://registrar.unc.edu/academic-calendar/>

### Contact Us

The Registrar's Office is excited to help you with any enrollment questions you may have. We have extensive enrollment resources on our website (<http://registrar.unc.edu/registration/>) including registration videos.

In addition, be sure to check out our ConnectCarolina Quick Reference for Registration (<http://registrar.unc.edu/registration/registration-guide/quick-reference-for-registration/>) in the New Student Guide.

Registration FAQs will also be helpful to you (link once on website – what Charlotte is working on)

You may also contact us via the following channels with questions:

- Help tickets
- Online chat
- Email – [registrationservices@unc.edu](mailto:registrationservices@unc.edu)
- Phone – 919-962-9851

Follow us on Facebook/Twitter and check out our Registration blog!

