

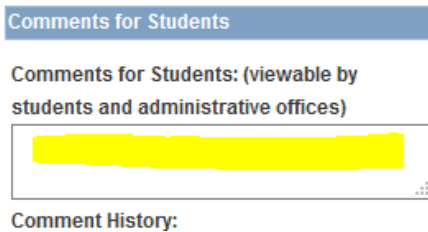
Tips & Tricks for TCRE

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Leave Comments for Students

Please leave a Student Comment if your decision is “No course credit change.” This comment is the only information a student sees when no change is made to the student’s credit. Students only see information displayed on page 1 of the eForm. We encourage you to comment when awarding a credit different from what they requested as well (or even when awarding what they asked for) to give them full clarity on the eForm.



Approval Tips

When evaluating a request, you can approve credit for whatever you see as the most appropriate course match between the syllabus you are reviewing and the UNC catalog.

A few things to keep in mind:

If a course is new, you may not be able to award it to a student who has been here a while. In order to award transfer credit for a course, it has to have an effective date in ConnectCarolina that is equal to or before the student’s transferring term, typically the same as their effective term. If you award a course that can’t be awarded to the student, typically this will be resolved by awarding department elective or the relevant general education credit and leaving a note for the student about what was approved and why it wasn’t awarded.

Department approvers may only approve credit for courses owned by their department/school. You are welcome to suggest alternative courses to the student in comments, but the course will need to be evaluated by the other department/school before credit can be awarded. If your department is part of a cross-list, you can award credit for your course number, regardless of who the sponsoring unit is. If you would prefer the sponsor review the course, please reach out to Heather about rerouting the request.

Remember to leave a comment in the Student Comment box at the bottom of page two whenever your decision is “No credit change.” The only information from page two that students will see is this comment. Other decisions made on this form are later reflected on their record, but a “No credit change” decision without a comment is very confusing to students since all they will see is that the request has been “Executed” with no further information or change to their record.

Department Elective Credit – Most common system error

If you are approving for department elective credit, be sure you are ticking the box that the course “counts as elective hours count towards degree.” This will bring up the field where you can fill in the subject code to be assigned. Counting toward the “degree” means counting toward hours taken, not toward any specific major or minor.

Academic Department Credit Evaluation

Credit Awarded: ?

- No course credit change. Student's current credit (above) is correct.
- UNC equivalent course.
- Departmental elective credit (no equivalent).
 - Counts as elective hours towards degree. ?
 - Subject (e.g. BIOL): ?

Applicable to all students? ?

- Yes
- No

This may also be needed when awarding Major or Minor credit, especially if the awarded departmental elective credit isn't the same as the student's current credit. If you want the student to retain an already awarded course equivalent (especially one outside your department) then you should leave the “counts as elective hours count towards degree” box unchecked. If the student's current credit is “No Credit Awarded” then you need to award departmental elective credit with the subject code before the Tarheel Tracker Adjustment can be made to award credit in the major or minor.

Academic Department Credit Evaluation

Credit Awarded: ?

- No course credit change. Student's current credit (above) is correct.
- UNC equivalent course.
- Departmental elective credit (no equivalent).
 - Counts towards major/minor. ?
 - Tarheel Tracker Code: ? [Tarheel Tracker Configuration Finder](#)
 - Counts as elective hours towards degree. ?
 - Subject (e.g. BIOL): ?

Applicable to all students? ?

- Yes
- No

NEW! Leveled Department Elective Credit

This new option will be especially helpful for anyone receiving supplemental general education requests (I always leave an evaluator comment to help contextualize those requests), or departments and schools who have requirements for students to take courses above a certain number for the major or minor.

What is a leveled elective?

For departments and schools with requirements that look for a level or a course number, part of the recent Study Abroad credit updates set up placeholder transfer courses that award departmental elective credit at a specific level. This allows a course to apply to a requirement such as taking a certain number of HIST courses numbered 300 or above, without a Tarheel Tracker Adjustment needing to be made.

Examples:

- AMST 2-- (200-level American Studies credit)
- HIST 3-- (300-level History credit)
- MATH 4-- (400-level Mathematics credit)
- POLI 5-- (500-level Political Science credit)

Not all place holders have been created for all subjects, but any that might be applicable to one of your programs should have been created. Please note that "1--" or 100-level placeholders have not been created.

How do I award a leveled elective?

If you would like to award departmental elective credit at a specific level (for any request) you'll use the same options you would for awarding department elective credit, and simply add the level course number (screenshot below). If you ever award something as "1--" or a level that hasn't been created for your subject, Admissions will award the generic "---" course number instead.

Academic Department Credit Evaluation

Credit Awarded:

No course credit change. Student's current credit (above) is correct.

UNC equivalent course.

Departmental elective credit (no equivalent).

Counts towards major/minor.

Counts as elective hours towards degree.

Subject (e.g. BIOL):

Applicable to all students?

Yes

No

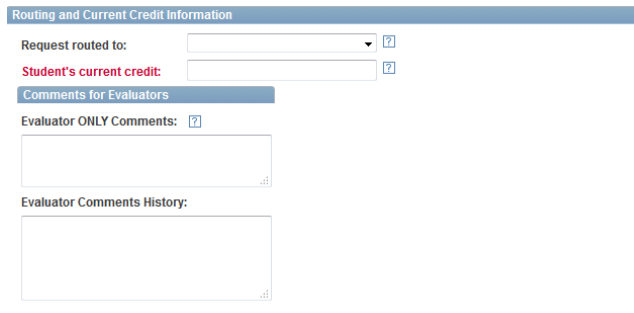
Routing and Current Credit Information Box

At the top of page two of the eForm, you will see the below box with routing, current credit, and evaluator comments. A few reminders about this information.

“Request routed to:” shows the department selected to evaluate the course. This should always show your department. If you evaluate for more than one department, be sure to check this for clarification on the request.

“Student’s current credit:” is listed in red. This is filled in by Undergraduate Curricula before routing the request to departments. Please note this information, and if this is the appropriate course, select “No course credit change” for your evaluation. (This field will allow you to type in it, but please refrain from editing this.)

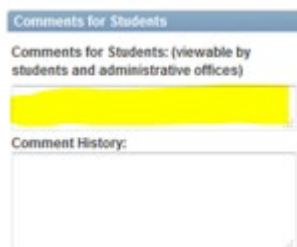
“Comment for Evaluators” are only for those processing the form. Students cannot see these comments, so if it’s pertinent to the student, please copy those comments into the student comment box at the bottom of page two as well or place them there instead of in the evaluator only comment box.



The screenshot shows a form titled "Routing and Current Credit Information". It contains two dropdown menus: "Request routed to:" and "Student's current credit:". Below these is a section titled "Comments for Evaluators" with a sub-section "Evaluator ONLY Comments:" and a text input field. At the bottom of this section is "Evaluator Comments History:" with another text input field.

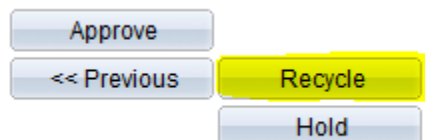
To Request Additional Information from Student

- 1) Leave a note in the student comment box (at the bottom of page 2) for the student detailing exactly what you need from them.



The screenshot shows a form titled "Comments for Students". It includes the text "Comments for Students: (viewable by students and administrative offices)" and a yellowed-out text input field. Below this is a "Comment History:" section with a text input field.

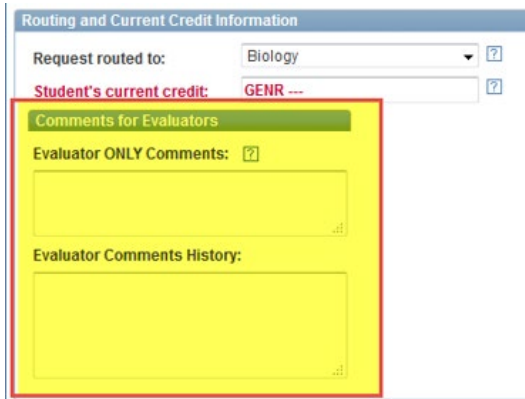
- 2) Use the “Recycle” button, which sends the request back to the student for revisions.



The screenshot shows four buttons: "Approve", "<< Previous", "Recycle", and "Hold". The "Recycle" button is highlighted in yellow.

Additional Information May Appear in Evaluator Only Comments

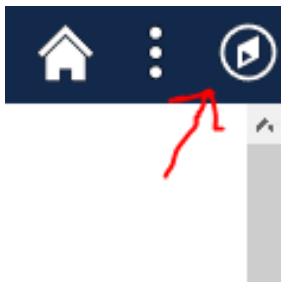
At the top of page two there is a box for “Comments for Evaluators.” Be sure to check any messages here before making your final evaluation. This is where any additional routing or evaluation information



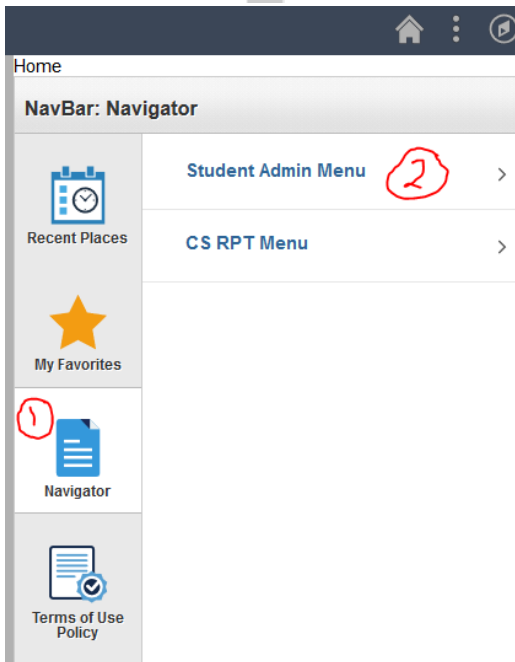
is placed.

Menu Navigation

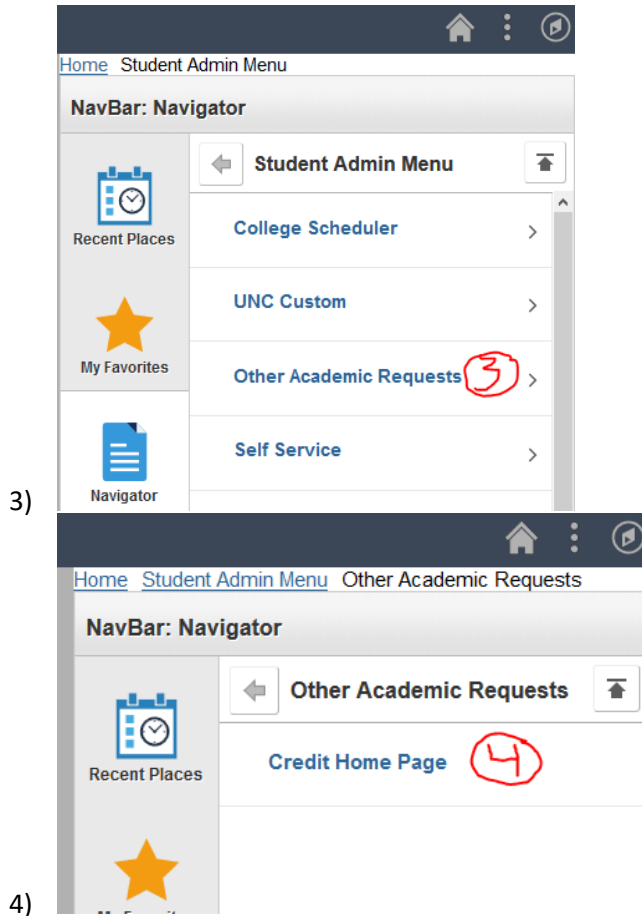
The menu navigation changed with the update to the look and feel of ConnectCarolina. It's the same path but looks a little different: **Navigator Icon >> Navigator >> Student Admin Menu >> Other Academic Requests >> Credit Home page**



1)



2)



The Approve Button

It's sometimes counterintuitive because of the "Approve" label on this button, but think of it as being the "Save & Advance Form" button instead, and that should make it simpler.