Enrollment Guide

As an incoming exchange student, you are able to enroll in courses using the guidelines provided in this document.

Many details about planning for course registration can be found in the Study At UNC- Academics section here.

Registration Process

Getting Started

1. Sign in to Connect Carolina using your ONYEN and password.

2. You will see your ConnectCarolina student portal, which looks like the picture below. Click on the Student Center tile.
3. Your Student Center is the page where you will be able to review and make changes to your schedule, as well as view the charges made to your student account. To add classes to your shopping cart, you will use the “Plan” link.

Pre-Registration: Shopping Cart
Your shopping cart is how you will “shop for classes” prior to your enrollment appointment (for more information, review the “Your Enrollment Appointment” section below). This is a process you can start after you’ve been accepted and enrolled as an exchange student here at UNC and have received your ONYEN and password.

It is your responsibility to research and fill up your shopping cart with courses that will fulfill requirements for your degree at your home institution. Prior to searching for classes using your shopping cart, create a tentative list of classes you want to take by using the UNC Catalog or CorsicleUNC.

Please do this BEFORE your enrollment appointment opens so you are not pressured to search for courses while trying to enroll. We recommend adding at least 20 courses so that you have options should your preferred courses not be available. You should have a variety of both different classes and different sections of the same class.

As a reminder, students may find it difficult to enroll in more than two courses per department; Economics and Psychology courses have a maximum enrollment limit of 2 courses per semester. Please review the information within the Academics section regarding UNC Departments and Professional School restrictions.

Please review this video ‘2 Ways to Add to your Schedule‘ (we recommend option 1, covered from the beginning through 1:20 seconds) or see below for step by step instructions on adding courses to your shopping cart.
1. Under the PLAN tab, you will see a button underneath and to the right that says shopping cart.

2. Here you will see your Shopping Cart. To search for the classes where you want to attempt enrollment, make sure that “Class Search” is selected, and then click the search button.

3. On this page, it is important you select the appropriate term for enrollment (I.e. Fall 2021). Write in the course subject abbreviation and number (e.g. CHEM 262; can be found in the UNC Catalog) that you want to search for and click the SEARCH button.
4. In this step you will see the name of the course and different sections that are available. If no sections show up, the course may not be offered in your term. When you’ve decided which section meets at the time and place that best fits your schedule, click select class.

The following classes match your search criteria
Course Subject: CHEMISTRY, Course Number is exactly 262, Show Open Classes Only: Yes

3 class section(s) found

CHEM 262 - Introduction to Organic Chemistry II

<table>
<thead>
<tr>
<th>Class</th>
<th>Section</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2044</td>
<td>001-LEC</td>
<td>MoWeFr 9:06AM - 9:55AM</td>
<td>Carroll - Rm 0111</td>
<td>Joshua Beaver</td>
<td>01/10/2022 - 05/08/2022</td>
<td>Open</td>
</tr>
</tbody>
</table>

If the class has a required recitation or lab (for more information, see Course Types section here), you will be prompted to select this as well.
5. On the Enrollment Preferences page, pay attention to all of the information given. This is where you will find out if the course is restricted by the department to either specific majors or year classifications. This is also the page where you can choose whether or not you want to select the waitlist option if the class is full.

You will not have any permission numbers, so please disregard this box. When you are satisfied with your preferences, click NEXT.
6. You can see on this page that the course you chose is now in your Shopping Cart. Repeat this process until you have selected all the courses in which you want to attempt future enrollment.

*The Study Abroad Office highly recommends that you choose a large number of courses for your shopping cart, as it is likely that by the time and date of your enrollment appointments, not all of the courses you’ve chosen will still have seats available. The more alternative classes you can have ready in your shopping cart, the more prepared you will be for your enrollment appointments.*
Your Enrollment Appointments

Your enrollment appointment is the time and date when you are first permitted to register for classes for the upcoming semester. Your appointment generally takes place in November for spring registration, and in March/April for summer and fall registration. There will be two enrollment “waves” where you can enroll and adjust your registration.

You can find your enrollment appointment information on your ConnectCarolina Student Center Page, which you can reach by selecting the Student Center tile from the Connect Carolina home page. From your student center, you can find your enrollment information by scrolling down on the right hand side of the screen. Be sure to note your enrollment appointments which are the dates and times you will sign up for classes. The shopping cart appointment is just the date you can begin searching for classes. By clicking the Open Enrollment Dates hyperlink underneath the enrollment date, you will find the exact time of your enrollment appointments.

Enrollment will occur in two waves:

- **Wave 1**: you will be able to register for up to 12 UNC credit hours.  
  *Please plan to register in a full 12 hours during this wave.*
- **Wave 2**: you will be able to register for up to 17 UNC credit hours and continue adjusting your schedule as needed.
Note that the time and date listed for your enrollment appointment are shown in Eastern Standard Time (EST). It is important that you are ready to enroll for your courses at the exact time your enrollment appointment starts, as you will be disappointed in the lack of available courses should you choose to wait until later in the day.

On the date and time of your appointment, log back into your shopping cart, check the boxes of the courses you want to enroll for, then click the enroll button to have the system try to enroll you in the courses (as a reminder, you can only register in 12 hours during Wave 1):

By the time of your appointment, you may find that some of the courses you chose will show a blue ‘closed’ square under status. If the course is closed, you will not be able to enroll in the course.

If you find that during your appointment you are restricted from enrolling in a course (even though it is an open course), please follow the steps in the next section, “Courses with Prerequisites or Restrictions”.

The Study Abroad office cannot guarantee registration for your preferred course(s); please look for and register for other courses that could work in case you are unable to register you for the course you initially requested.

Courses with Prerequisites or Restrictions

If you find a course that has prerequisites or restrictions and you are unable to enroll, please follow these steps:

Send one email to the instructor of the class, with copies to both the DUS (Director of Undergraduate Studies) and the SSM (Student Services Manager) of the department. To find these contacts:

- The instructor will be listed for the class; note that different sections have different instructors, so you should contact the one listed for your section of interest.
• The DUS (Director of Undergraduate Studies) and SSM (Student Services Manager) can be found on the Department page of the UNC Catalog or on the Departmental website. Department websites will have “People” tabs that outline the faculty or staff in these positions.
• If you have difficulty finding the emails or contacts, you can also use the UNC Directory as a resource.

Please include the following details in your email request:

• Name
• PID
• Course number, name, and section number
  o Example: BIOL 449, Introduction to Immunology, section number 001

<table>
<thead>
<tr>
<th>Class</th>
<th>Section</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>6988</td>
<td>001-LEC A</td>
<td>TuTh 11:00AM - 12:15PM</td>
<td>TBA</td>
<td>Alaina Garland</td>
</tr>
</tbody>
</table>

• Explanation of interest in the class and details of background/experience in terms of the prerequisite requirements, including information about equivalent courses taken at the home institution.
• The instructor will make the decision about adding you to the course. If the instructor approves the request, then the SSM has the information from the email and can assist with enrollment.

Example Email:

Dear Dr. Garland,

I hope all is well. I am an incoming exchange student from King’s College London who will be studying at UNC for the fall 2022 semester. I am interested in enrolling in your course, BIOL 449 Introduction to Immunology.

Name: Annie Johnston

PID: 730000000

Course Information: BIOL 449, Introduction to Immunology, section number 001

Background: I have taken Cellular Biology at my home institution, King’s College London, and I am including an attachment with a description of this course, which I completed in spring 2021. I am interested in your course as it fits within my biology coursework and degree progression.

Please let me know if you need additional information to consider enrolling me for this course.

Thank you!
Adding, Swapping, and Dropping Courses

The Shopping Cart is used to map out your potential schedule of classes before you have a chance to register for your courses. After you have a few courses on your schedule, you can use ConnectCarolina to add, swap, and drop classes for your schedule at a later date. Since most students will have had the opportunity to attempt their enrollment, you will find that many courses will be closed and some will have waitlists.

Adding Additional Classes

1. Underneath the Enroll tab, next to the Search and Plan tabs, you see tabs that say add, drop, swap, and edit. If you wish to add an additional course to your schedule, click the add button. You can find classes using the Class Search:

   3. You will then see a link within the box that says 001-Lec, that when you click it, will give you a brief description of the course:
4. On this page, pay attention to all the information given. This is where you will find if the course is restricted by the department to either specific majors or year classifications. If you believe you are qualified to take a course that has open space but you are unable to enroll on your own due to a restriction, please review the section above, “Courses with Prerequisites or Restrictions”. If you wish to enroll in the course you’ve selected after reviewing the Class Detail, just click the SELECT CLASS button:
5. On this next page, you will see the Class Preferences. Here you can choose whether or not you want to select the waitlist option if the class is full. Please note that not all sections have an option to waitlist a full course. You can only be waitlisted for up to 4 credit hours. This generally means one class, but it could be one 3 credit hour class and one 1 credit hour class. You may also be prompted to select a recitation or lab, if one is required with your selected course. You will not have any permission numbers, so please disregard this box. When you are satisfied with your preferences, click NEXT. 

6. Here you can see that the course you chose is now in your Shopping Cart. Repeat the add process until you have all the courses you want, then click PROCEED TO STEP 2 OF 3 to continue.

As a reminder, students will register in waves with enrollment up to 12 credits allowed in Wave 1 and enrollment up to 17 credits allowed in Wave 2.

7. On this page you will confirm the courses you wish to take. Make sure in this step that all the courses you are choosing either have a green circle or an orange triangle (if you intend to waitlist for a course). Blue squares mean that the course is full, and you therefore cannot enroll in the course. If everything looks correct, click FINISH ENROLLING.

You can then view the results of your enrollment attempt. You will either see a green circle for success, or a red X for error.

Swapping Classes
Swapping courses is the better alternative to dropping, as you are able to switch a course you already have for a course that you want. This is especially helpful if you have already hit the 17 maximum number of hours, or if you want to try for a course that meets at a time conflicting with a course you already have. You don’t want to risk dropping the course you have unless you’re sure you will get a
space in the course you would rather take. Simply select the course you wish to swap from the drop-down box, then choose the course you want to take in the same way you add courses. If the swap does not go through, you will not lose your space in your original course.

Please review this video “How to Swap Classes in your Shopping Cart”

1. Select a class to swap

Select the class you wish to swap, then select the class you wish to replace it with.

2021 Fall | Graduate | UNC-Chapel Hill

Swap This Class

Select from your schedule  HPM 714: EXCEL MODELING

With This Class

Search for Class  

Enter Class Nbr  

My 2021 Fall Class Schedule
Dropping Classes

Dropping a course is for when you make a mistake in registration, or when you realize you no longer wish to take a course at all. Please review this video “How to Drop Classes in your Shopping Cart”

Viewing Your Student Schedule

1. From your Student Center home page, select the “My Class Schedule” link.
2. On the next page, uncheck the boxes for “show dropped classes” and “show waitlisted classes” and filter. You can also change the display option from a list view to a calendar view using the radio buttons at the top. The goal is to have 12 credits in Wave 1 of registration, and up to 17 during Wave 2.