PLAN ADJUSTMENT FORM TRAINING

The degree audit team is releasing the Plan Adjustment Form. This form will allow Deans, Directors of Undergraduate Studies (DUS), DUS designates, and Academic Advisors to submit adjustments to a student’s Tar Heel Tracker. Training sessions are scheduled on Tuesdays and Wednesdays every other week beginning on January 24, 2012 through April 2012. Additional sessions may be added as needed.

*Please note that access to the form will only be granted after successful completion of the training.*

Please use the following links to register for a training session:

- Main Registrar Training Site: [http://registrar.unc.edu/Training/index.htm](http://registrar.unc.edu/Training/index.htm)
- Tar Heel Tracker Training Request Form: [http://registrar.unc.edu/Training/CCM3_034672](http://registrar.unc.edu/Training/CCM3_034672)

**Class Description:**
In this class you will learn how to access, fill out, and submit an adjustment to a student’s Tar Heel Tracker report. You will also learn how to look up previously submitted adjustments for any given student. Currently this training is for Deans, Directors of Undergraduate Study (DUS), DUS designates, and Academic Advisors only.

**Room:**
Registrar’s Training Room (SASB North, third floor)

**Session Length:**
2 Hours

**Prerequisite:**
FERPA

**Day/Time:**
Tuesday 9am-11am; Wednesday 2pm-4pm

Contact Us: [tarheeltracker@unc.edu](mailto:tarheeltracker@unc.edu)
Tar Heel Tracker Website: [https://share.unc.edu/sites/registrar/psda/tarheeltracker/default.aspx](https://share.unc.edu/sites/registrar/psda/tarheeltracker/default.aspx)
Registrar’s Website: [http://registrar.unc.edu/AcademicServices/DegreeAudit/index.htm](http://registrar.unc.edu/AcademicServices/DegreeAudit/index.htm)