Student Guide for UNC Online Language Exchange courses
(for languages not offered through an exchange, follow instructions on UNC Online site)

Through UNC online, you have the opportunity to take classes in a language (or at a level) not offered at your home institution. You will be able to take courses in online or teleconference formats while paying the tuition rate of your home institution.

Enrolling in courses is simple.

1) Visit http://online.northcarolina.edu/unconline/exchange.php
2) Choose the language exchange you are interested in. In this example, we will choose German

3) After clicking the exchange you wish in the gray column on the right, you will see a screen for the German exchange
This is the home screen for that exchange. You can visit the home page of other exchanges by selecting from the drop-down menu in the top right corner.

4) Click on the “Courses” tab to view available course offerings in the language exchange. You can use the drop-down menus across the top (Term, Level, Delivery, Tags) for an advanced search.
5) Click on the linked course name in the “Course” column for additional information about the course.

6) To register for the course, click “Add to Basket” in the gray column on the right. Next, you will be asked to choose your home institution. In this example, we will pretend the student registering is an “NC State” student.
You will be asked to log in with credentials from your home institution. Use your university log in from your home institution here. If you are not a UNC System student, click the option at the bottom of the list.

7). You will see a screen that lists the course(s) you have chosen to register for.

If this information is correct, click Register for Course to proceed.
8). Next, you will need to agree to the terms and conditions of YOUR HOME INSTITUTION
9). Then, you will agree to the terms and conditions of THE VISITED CAMPUS (the institution offering the course) In this example, we will pretend the host institution is UNC-Wilmington.

10). In the next step, you complete your registration through the online system.

11). After you have completed your registration online, contact the department head/program liasson from your HOME INSTITUTION (where you go to school) to let them know that you will be taking a language course in the exchange. If you are unsure who this person is, you can check your university's language department webpage, or look at the list provided on the exchange.