



**Guidelines for Submitting via Email Requests to Count UNC Courses
Toward the Global Studies Major**

Please follow these guidelines carefully, so that we may respond to your requests as quickly as possible.

1. Provide your full name and PID.
2. Provide the name and number of the course.
3. Provide a detailed description of the course, if not a syllabus. Do not assume Dr. Weiler will know what the course is just by the department name and number.
4. Keep in mind the guidelines, as outlined in various places on the website, for acceptable courses in the majors. These include:
 - That theme courses be transnational in scope. That is, that they substantially focus on more than one country.
 - That area courses focus predominantly on the relevant geographical area.
5. Please indicate clearly what you are trying to get the course approved for; specifying the theme or area for which you would like it to count.
6. If you are asking Dr. Weiler to communicate with your academic advisor about a course that you are trying to get approved to count toward your major, you need to tell him who your advisor is and include her or his email address. Ordinarily, you do not need to inform him of the name of your academic advisor.

Thanks for your cooperation.

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