

Dear Dr. Brown,

I hope that you are doing well. We at International Programs Center are happy to announce that we will have several international exchange students on campus this semester from our partner universities around the world. These students have been accepted and are registering for Spring 2012 courses. (Our office helps with this process by coordinating with the student and the registrar's office to get them in the appropriate courses).

We will need a bit of help from you to get them into the classes they wish to take while at UNCG. Currently the course **NTR 313-01** that you teach requires a **prerequisite or written permission to enter**. Would you support this students request to take the course based on the information below?

Student information to help override the prerequisite(s):

Barbara (XXXXXX) will be an international exchange student at UNCG for the spring semester. She is in her fourth year of study as a Food Industry and Technologies major at Tec de Monterrey in Mexico. She is studying nutrition at UNCG.

Student summary of prerequisite at home university:

Barbara has completed a course at her home university titled: Nutrition, food and health. "The course was designed to: comprehend the interaction between nutrients and the diets in contemporary diseases. Design formulations of processes and food that contribute to the prevention and treatment of diseases. Comprehend how nutrients interact in the body to satisfy human needs. I have attached her transcript for your review."

Please find the students transcript attached for your review. If you need any additional information to help with your decision please let me know.

We have included a template below that you can copy and paste into an email giving the student permission to take your course. Please send the email to Pamela Chappell at pamela@uni.edu and copy me@uni.edu. If you have further questions, please feel free to email me. By agreeing to the points below in a follow-up email we can expedite the process of adding the course now on behalf of the student. Thank you for your support for Study Abroad and Exchanges.

Sincerely,
Kaitlin

Email Template for Professor:

Barbara (XXXXXX) is eligible and approved to add or drop the following courses as required by drop/add policies and as indicated below. Please indicate and A for Add, D for Drop. Please add or delete "Yes" or "No" to the course overload/restriction permission as appropriate. **Spring 2012**

	CRN	Dept, Course #, Section	Credit Hours	Course Name
A	11194	NTR 313-01	3	Nutrition Through Life Cycle

Add this student even if the course is closed? Yes or No

Override course restrictions? Yes or No

I support student by overriding the course restrictions for the above course, whether by prerequisite, major, class or level.