

We have developed one centralized process to receive Tar Heel Tracker requests. We are now requiring all students to utilize tarheeltrackerrequest@cs.unc.edu for all Tar Heel Tracker requests and inquiries. This email will be monitored by student services and responded to within 2 business days. The guidelines to the process are detailed below:

The subject line of your email should state **your name and PID**:

Example: **Joe Student-730000001**

We ask that in the body of your email, you include the following information:

Academic Program (Computer Science BA, Computer Science BS, Minor in Computer Science or Other, what program):

Graduating This Semester (Yes or No):

Semester Requiring Adjustment (semester enrolled in course requesting adj): Example Spring 2017

Course Number and Section:

The request must be one of the following:

- a. Credit for more than one COMP 590 course
- b. Credit for a course taught outside of CS department for the COMP BA major (NOTE: this means for courses already approved by the department to count, but just not recognized by Tar Heel Tracker)
- c. Credit for a course taught through the Robertson Scholars Program
- d. COMP 110 Credit for MATH majors
- e. Other

Supporting details are required in addition to your above selection.

ATTENTION: Please be advised that you will receive an email once the Tar Heel adjustment request has been submitted by our department to the Registrar's Office. Please allow a minimum of 3 weeks before any changes are reflected before you contact the Registrar's Office for updates on the status.