

Forms Request

This form may be printed and then faxed to 836-5992 or mailed to Cheri Ellis, Enrollment Services, 304 Carrington Hall

Date of Order:			Date Needed:	
Requested By:			Department:	
Phone:			Location:	
Form	Revsd	Fm /In	Order Amount	Description
Academic Status (Brochures)	Jan03	45		Deans Office & Office of the Registrar Only
Academic Renewal Request	Aug96	120		
Additional Grade Request	Oct95	108		ONLY if student is not on roster
Application to Degree Program	Aug99	85		For Undergraduate use ONLY
Assignment of Incomplete Grades	Nov01	95		
Authorization for Release of Records	Apr97	220		
Authorization to Repeat a course	Sep 02	120		White NCR
Change of Address	Aug95	220		Yellow ½ sheet
Change/Preapproval of Transfer Credit Evaluation	Apr94	220		Dept. can make more copies
Change of Registration/Change of Schedule	Feb02	220		Blue ½ sheet
Change of Schedule	Feb02	85		White NCR; After first week
Change of Student Information	Aug95	220		Pink ½ sheet
Course Permission	Nov01	85		
Course Substitution/Waiver Advisor Approval Courses	Oct00	220		Dept. can make more copies
Encumbrance Card	Mar02	105		For dept. ZZ encumbrance
Excess Hours/ Overload Permit	Jul01	92		Deans office ONLY
Explanation of Transcripts		200		Office of the Registrar ONLY
Grade Change	Aug95	92		Includes "I" Removal
Graduation – Intent to Graduate (Undergraduate)	Jan00	112		For undergraduate use ONLY
Institutional Examination Report Form	Sep96	120		
Instructor Drop/Prerequisite Drop	Aug95	100		Non-attend or prerequisite not met
Late Registration Request	Jul00	100		Use AFTER semester begins
Office Hour Card	Aug95	105		
Pass/Not Pass Request	Jul02	130		Office of the Registrar ONLY
Pass/Not Pass Regulations	Sep90	220		Office of the Registrar ONLY
Received Transcript Request Postcard		105		Office of the Registrar ONLY
Permission for Mixed Credit (Undergraduate/Graduate)	Oct99	70		Accelerated Masters ONLY
Refund Exception Request	2000	68		
Request for Audit	Aug97	108		Office of the Registrar ONLY
Registration Request	Jul99	120		Use BEFORE semester begins
Request for Official Student Transcript	Oct99	110		Office of the Registrar ONLY
Required Student Fee Adjustment	May93	220		Office of the Registrar ONLY
Returned Mail Notification Slip	Oct98	240		½ Sheet
Returned Mail/Student Notice	Oct98	240		¼ sheet
Scholastic Action	Apr89	80		Deans office ONLY
Senior Permission for Graduate Credit	Sep98	95		
Student Temporary Clearance to Register	Oct95	100		
Void of Withdrawal	Jul95	220		Office of the Registrar ONLY
Withdrawal Grade Verification	Oct00	200		Office of the Registrar ONLY
Withdrawal Policies and Procedures		220		Office of the Registrar ONLY
Withdrawal Request	Oct00	53		Office of the Registrar ONLY
Publications				
Undergraduate Catalogs				
Date Ordered Filled:			By:	
Date Department Contacted:			Time:	