

Instructions:
 1. INSTRUCTOR - Complete the form and submit to the Academic Program offering the course for signature.
 2. Academic Program Offering the Course - Submit to the Office of the University Registrar, G-3 Thackeray Hall

Note: Incomplete or incorrect forms will be returned for correction.

Student's Name (Last, First, MI) (Please print)	Student ID	National ID/Social Security Number (last four digits only)
		XXX - XX-

Student Level (select one)	Academic Program offering course
<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate	

Term	Class # (5 digits)	Subject	Course Number (4 digits)	Units	Check One
				•	<input type="checkbox"/> Addition <input type="checkbox"/> Directed Study <input type="checkbox"/> Correction <input type="checkbox"/> Independent Study

Subtitle (35 characters maximum)	

Instructor's Signature	Instructor Name (Please print)	Date

Signature of Academic Dean Offering the Course	Date

University Registrar's Use Only
Recorded by _____
Date _____