

REQUEST FOR RECORD NUMBER

The following information is needed when you request a record number.

Term: _____

Catalog No.: _____

Section: _____

Course Title: _____

Instructor: _____

Location Code:

This determines how students are billed.

On campus _____ Off campus _____

If off campus, location _____

Class Capacity: _____

Room or Location: _____

Day & Time: _____

Dates _____

RECORD NUMBER _____

(Christi Witherington in Registrar's Office will provide this.)