

## 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** \_\_\_\_\_

(Paula Golden in Registrar's Office will provide this.)