



Instructions: Type or print employee information. Fill in applicable sections for requested systems. Keep a copy for your files and forward original form to the Registrar's Office, MSC 3AR. If assistance is needed to complete the form, please contact the Registrar's Office.

SECTION 1: REQUESTOR INFORMATION

Employee Name: _____ Employee Title: _____

Employee Aggie ID: _____ Email Address: _____ Phone: _____

Department: _____

SECTION 2: REQUEST DETAILS

Add

Delete

Department Requester:

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

College Approver:

_____	_____	_____	_____	_____
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Other Approver:

- Catalog Editor
 General Ed
 Honor's College
 UCC
 Provost
 CAF AppAdmin

SECTION 3: REQUESTOR APPROVAL

Print Name: _____ Signature: _____

Department Head/Dean Approval

SECTION 4: APPROVAL INFORMATION

Printed Name _____ Signature _____

Asst. Registrar