



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 University Student Records Office, MSC 3AR. If assistance is needed to complete the form, please contact the University Student Records 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: _____

Registrar