



Computer Print-Out Request Form for Unscheduled Reports Mail or Deliver to Room 207 Cope Administration Building—Enrollment Technical Systems

Name of person requesting information _____

Phone number _____ Email Address _____

Today's date _____ Previous Work Order Number _____

Department or organization represented _____

Information requested:

1. Selection criteria: _____

2. Sort order: _____

3. Output format: _____

Semester of information requested _____

Output desired:

Lists: ___ Y ___ N How many copies? _____

Labels: ___ Y ___ N How many sets? _____

Address preference in rank order: ___ Local ___ Permanent

Purpose of printout in detail

Check one:

___ Charge to MTSU account number _____

___ Requestor will pay MTSU directly. (Requestor should see the secretary in Information Technology Division, Cope Administration Building, Room 003, for bill.)

Distribution:

Contact when information is available. Phone _____ E-mail _____

Signature of requestor (Accepting responsibility for payment and proper use of information)

Date

Approval: Dean, department chair, organization faculty sponsor, etc.

Date

Approval: Enrollment Technical Systems

Date

Note: Please check with your department head before requesting information to determine whether or not the information is on file in his/her office. Much information can be obtained from the semester enrollment statistical reports.

E-mail Notice: Mass campus e-mail distribution is only allowed by authorized campus offices.