



Computer Print-Out Request Form for Unscheduled Reports Mail or Deliver to 120 Student Services and Admissions Center, Room 163 ---Enrollment Technical Services

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. (Requester should see the secretary in Information Technology Division, Cope Administration Building, Room 003, for bill.)

Distribution:

Contact when information is available: Phone \_\_\_\_\_ Email: \_\_\_\_\_

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 Services \_\_\_\_\_ 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.

Email Notice: Mass campus email distribution is only allowed by authorized campus offices.