COURSE DESCRIPTION/SYLLABI REQUEST FORM

Use this form to request course descriptions or syllabi. Course descriptions are brief summaries of course content. Course descriptions will be taken directly from the catalog that was in effect when the course was taken. Course syllabi are a more in-depth description of course content and may include: assignments, textbooks used, grading scheme, etc. Please note: Menlo College only has syllabi for most courses from 1995 to the present time.

Submit this form to the Office of the Registrar or email it to registrar@menlo.edu

Name while attending Menlo College*: ____________________________________________

Last First Middle

Student ID/SSN #: ___________________________ Date of Birth*: _____________________________

(For identification purposes) (For identification purposes)

Dates of Attendance: ___________________________ Phone: ___________________________

Home Mobile

Permanent Address*: ___________________________________________

Number and Street Box/Apartment

City State ZIP

Update contact information*? ☐ Yes ☐ No

I need (check one)*: ☐ Course Descriptions ☐ Course Syllabi

List the courses you need*:

<table>
<thead>
<tr>
<th>Course Code &amp; Section</th>
<th>Course Title</th>
<th>Year/Term taken (approximately)</th>
<th>Professor</th>
</tr>
</thead>
</table>

Allow 1-3 business days for processing*:

☐ Please mail them to me to the address above.

☐ Hold for pickup.

☐ Please fax them to: ___________________________

☐ Email: ___________________________

Student Signature*: ___________________________ Date*: ____________