



Student Services Request Form

(Note: Student Requests will NOT be processed if fees unpaid)

| | | |
|----------------------|-------------------|-------------------|
| <u>Last Name</u> | <u>First Name</u> | <u>Middle</u> |
| <u>Home Phone</u> | <u>Work Phone</u> | <u>Cell Phone</u> |
| <u>Email Address</u> | | |

Please provide me with the following item(s):

- Transcript per attached Transcript Request form
- Grade Report for _____ Term
- Registration for additional class(es)
- Change in Registration
- Academic Record(s) per _____
- Meeting with College Bursar / VP Finance
- Meeting with Academic Advisor
- Meeting with Registrar
- Meeting with Academic Dean
- Other _____
- Other _____

Date: _____

Student Signature: X _____

For Internal Use Only

| Verification Check List | | | |
|--|-----------------------|---|-----------------|
| <i>Courses Registration Verified (Y/N)</i> | <i>Registration #</i> | <i>Tuition Payment Verified (Y/N)</i> <i>(Note: <u>Grades will NOT be issued if fees unpaid</u>)</i> | <i>Comments</i> |
| | | <i>If No, then indicate Amount O/S \$ _____</i> | |

Prepared by: _____

Approved by: _____

Input by: _____