University Student Records
Course Description Request

This form is used for a student to request the course descriptions from the Academic Catalog. These descriptions are most commonly needed for transferring to another institution, job application, etc. These are not needed for every student, but is a service available to those who need it.

Please note this is a request for only the Catalog course descriptions, a transcript of courses taken will not be sent.

Requestor Contact Information	
Full Name:	
NMSU Email and/or Email Address: (to send Description(s) to)	
Aggie ID Number and/or Date of Birth (DOB):	Phone Number:
Degree Awarded/Sought during Enrollment:	
Date Requested:	

Course Description being Requested:

Please list all course prefix, numbers and dates that they were taken. If unsure, please make sure you add your Aggie ID number and/or Date of Birth (DOB) so that we can look up your course history to provide accurate records to you.

COURSE PREFIX (SUBJECT):	COURSE NUMBER	SEMESTER and YEAR TAKEN

Full Academic History Course Description:

If more course descriptions are needing to be requested please indicate below that you are requesting all descriptions from your academic history.

☐	Request Only the Course Descriptions listed above	☐	Request all Course Descriptions

Please send the completed form to gdmart@nmsu.edu .

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