University Student Records Office
Course Description Request

This form is used when a student needs to have their course descriptions for another institution, job application, etc. These are not needed for every student, but is a service available to those who need it.

Requestor Contact Information
Name:
Email: (to send Description(s) to)
Phone Number:
Aggie ID Number and/or Social Security #: *(to look up record if the dates cannot be provided for when the courses were taken)*
Date Requested:

Course Description being Requested:

Please list all course prefix, numbers and dates that they were taken. If unsure, please make sure you added your Aggie ID number or Social Security 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. ***Please note that only the course descriptions will be sent to you, a transcript of your courses will not be sent with them.***

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

Once the form is completed please send it to the email address provided below. If you have any questions, please contact the Catalog Editor at either the email or phone number provided.

University Student Records Office- Catalog Editor • MSC 3AR • PO Box 30001• Las Cruces, NM 88003-8001
Office (575)646-6023• Fax (575)646-1579 • krkeyes@nmsu.edu
REV 07162018