

UNIVERSITY INTRAMURAL CORRESPONDENCE

Office of the University Registrar
221 Franklin Building/6291

To: All Instructional Personnel and Department Representatives
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From: Evelyn D. Barkovich, Assistant Registrar for Registration
and Academic Records

Re: Intermediate Class Lists - Fall 1987

Date: September 28, 1987

Accompanying this memorandum are Intermediate Class Lists for the Fall 1987 semester. They reflect the registration and drop/add data we have received from the schools and departments to date.'

Please verify that the correct instructor's name and Social Security number appear on each class list. If "Staff" is noted please replace it with the name and Social Security number of the instructor teaching the course.

If a student is attending class but is not listed on the class list this indicates a problem with the student's registration. Please add the full name and Social Security number of the student to the list and ask him/her to check with the Registrar's Office to see where the problem lies.

If a listed student is not attending class, please do not put a line through the name and Social Security number. This often makes it difficult to read the data. Instead, note "not attending" and, if the student is known to you, ask him/her to check with the Registrar's Office to determine the problem.

Students will not be dropped from or added to the rolls unless a drop/add form has been submitted. A section change also requires a drop/add form because each section has its own sequence number.

Class lists need to be returned by October 15th only if there are corrections.

We are now able to provide you with updated class lists on an overnight basis at any time during the term. If you would like this service provided for you please call me at 8-1566.

Thank you for your cooperation.

cc: John J. Smolen, Jr., University Registrar