



Instructions: Please complete the “Department Information” section below and only the applicable sections that follow. An approval signature must be obtained and will only be accepted for a Dean, Director, or Department Head.

Department Information			
<i>Department Name</i>		<i>Postal Code</i>	
<i>Department Number</i>		<i>Phone Number</i>	

Approval Role: Academic or Graduate Dean			
<i>Name of User</i>		<i>Oracle ID</i>	
<i>Employee ID Number</i>		<i>Signature</i>	

Approval Role: Course Offering Department Head			
<i>Name of User</i>		<i>Oracle ID</i>	
<i>Employee ID Number</i>		<i>Signature</i>	

Data Entry Role: Course Offering Department			
<i>Name of User</i>		<i>Oracle ID</i>	
<i>Employee ID Number</i>		<i>Signature</i>	

Note: This authorization will remain in effect until employee termination or until written notification is sent to the University Registrar from the Department Head or Academic Dean.

Approval Signature (<i>Dean, Director, or Department Head</i>)			
<i>Approval Name Printed</i>			
<i>Approval Signature</i>		<i>Date</i>	

Office of the University Registrar Use Only			
<i>Approved and Processed</i>		<i>Date</i>	