

**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			
Department Name		Postal Code	
Department Number		Phone Number	

Approval Role: Academic or Graduate Dean			
Name of User		PID	
Signature			

Approval Role: Course Offering Department Head			
Name of User		PID	
Subject Codes:			
Signature			

Data Entry Role: Course Offering Department			
Name of User		PID	
Subject Codes:			
Signature			

**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 (Dean or Department Head/Director)			
Approval Name Printed			
Approval Signature		Date	

Office of the University Registrar Use Only			
Approved and Processed		Date	