



## Ad Hoc Request Form

(408) 554-4331

Today's Date		Date Report Needed	
Name		Department	
Phone			
Purpose of Report			

### Frequently requested fields

#### Student data

	Student Name		Program		Class Level (Beg of Term)		Term
	Student ID		Major		Class Level (End of Term)		Career

#### Contact information (Indicate the priority order on address)

	Mailing Address		SCU email address		Preferred Telephone Nbr.	
	Permanent Address		Preferred email address			

#### Course data

	Class		Instructor			
	Section		Term			

#### Additional Information needed

#### Define Criteria

#### Instructions

1. Please specify when you need this information.

Send by email to the Office of the Registrar, [lzhao@scu.edu](mailto:lzhao@scu.edu)

**Information is provided to you on a "need to know" basis according to FERPA (The Family Educational Rights and Privacy Act). Go to the FERPA website for a better understanding: <http://www.scu.edu/ferpa>**

Submit form to the Office of the Registrar, Attn: Liqin Zhao  
e-mail: [lzhao@scu.edu](mailto:lzhao@scu.edu), Fax: 408.554.6926

January 2014