



**** FOR INTERNAL USE ONLY ****
OFFICE OF THE UNIVERSITY REGISTRAR
INTERNAL - DATA REQUEST FORM



Requestor Name: _____ Date: _____

Phone Number: _____ Date Required: _____

Organization: _____ Email: _____

Note: Previous Graduation data is available only to 1991.
Previous Admissions and Registration data is available only to Fall Term 1997.

Please complete blanks and/or check items that define your population of students as follows:

Term: _____ Level: *UG* ___ *GR* ___ *PR* ___ Citizenship: *US* ___ *Non-US* ___

Ethnic Code: _____ Resident ___ Non-Resident ___ Major Codes: _____

Overall GPA: _____ Term GPA: _____ GPA Range: _____

Enrollment: *Currently Enrolled in Term:* _____ *Prospective Students:* _____
Newly Admitted Students: _____ *Other:* _____

Requested Material: *E-mail File* ___ *Diskette* ___ *CD* ___ *Printed Report* ___

OUR Report Name: _____ Program: *New* ___ *Modification* ___ *Routine Task* ___

***List the data you need in the order required. Data will be emailed unless another format is requested.**

Data Items Needed on Report (Ex: Name, MailingnAddress, Major Code, etc.): _____

Additional Information (Attach additional sheet if necessary): _____

Signature of Requestor: _____

Date: _____

Dean, Director, Chair, Approval: _____ Date: _____

Please return to: Tom Snider, PO Box 6009, West Virginia University, Morgantown, WV 26506

H PHONE: (304) 293-2124 ext. 1504 H FAX: (304) 293-3080 H

*Note: if both student name and student Identification number is requested, this Data Request cannot be e-mailed.