



COURSE DESCRIPTION REQUEST FORM

****PLEASE PRINT CLEARLY****

*Course descriptions may also be obtained directly from the Academic Bulletins located at www.miam.edu/bulletin

If the course description supplied in the academic bulletin is not sufficient, a specific course syllabus must be obtained from the appropriate department.

Fee schedule for course descriptions:

Less than 12 credits or 4 courses:	No Fee
A full semester (or more than 4 courses):	\$25.00 per semester or every 4 courses
Notarization of Course Descriptions:	\$25.00 additional

* Course descriptions are available for courses taken **only** at the University of Miami.

_____ Last Name _____ First Name

UM ID # or SOCIAL SECURITY #: _____ / _____ / _____

Please check one or both to appear on the cover letter: UM ID# _____ SS# _____

Course descriptions needed for (list courses or semesters needed):

Please include courses with "W": ___ Yes ___ No

Please include courses with "F": ___ Yes ___ No

Do you need your course description notarized? _____ Yes _____ No

_____ I will pick up the course descriptions. (May take up to 5 business days to process.)

_____ Mail course description to: _____

SIGNATURE _____ **STUDENT'S PHONE NUMBER** _____ **DATE** _____

STUDENT'S EMAIL ADDRESS: _____

OFFICE OF THE REGISTRAR
 121 Whitten University Center P.O. Box 248026 Coral Gables, FL 33124-6914
www.miami.edu/registrar FAX: 305-284-6293

Revised 6/09

PAYMENT INFORMATION

___ **Credit Card** ___ **Check** (made out to University of Miami)

Credit Card: Visa ___ MasterCard ___ #: _____

Expiration Date: ___ / ___ **CC Billing Zip Code:** _____