Student Data Job Request

Requestor's Name: ____________________________________________________________

Department/Office: ____________________________________________________________

Phone: ____________  E-mail: ____________________________________________  Campus Box: ____________

I am requesting student data from the University Registrar for the following purpose:
________________________________________________________________________________________
________________________________________________________________________________________

Please indicate:  this is a new job ☐ -or-  I have received this job before ☐, date ________________

Requested data (whether aggregate or detail):
________________________________________________________________________________________
________________________________________________________________________________________

Student population(s) to include – check all that apply:
☐ All Washington University students
☐ All undergraduate students
☐ All graduate students
☐ only students registered for classes in the current semester
☐ only students from a specific city, state, or foreign country: ________________________________
☐ only students of a specific race/ethnicity: ________________________________
☐ other: ________________________________

Student population(s) to exclude:
☐ non-degree seeking students
☐ Medical Campus students
☐ Graduate students
☐ evening division students (University College, PBMA, EMBA, Sever Institute)
☐ students in online programs (OL/OnlineLaw division)
☐ students in nonresident programs
☐ other: ________________________________

Additional notes/clarification:
________________________________________________________________________________________
________________________________________________________________________________________

Date Needed: ____________ (please allow 1 week minimum)

Authorizing signature ________________________________  Date ____________

Feel free to call Ryan at 5-5913 or Sue at 5-5567 if you have any questions.