California State University, Northridge A&R

REQUEST FOR INVESTIGATION OF SUSPECTED ACADEMIC PROGRAM OR RECORD ERROR

Students are responsible for the accuracy of all Touch Tone Registration transactions. To make any changes to your Touch Tone Registration schedule, submit a Change of Program Form with the appropriate signatures for adding or dropping a class. The time constraints and approval requirements for changes of program are listed in the current Schedule of Classes.

If you feel there is an error on a Change of Program Form or on your academic records, complete this form and submit it to the Office of Admissions and Records. A response will be mailed / e-mailed to you as soon as possible.

Name _____ email address_____

Student ID# _____ SS# _____ Date _____

Daytime telephone number (_____) _____ - _____

Address _____

City, State, Zip code _____

Semester and year to be investigated _____

Course number(s) and ticket number(s) _____

Type of error, explain fully:

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