



MENLO COLLEGE

Office of the Registrar

1000 El Camino Real

Atherton, CA 94027

650-543-3737 (phone)

650-543-4103 (fax)

Course Description/Syllabi Request Form

Use this form to request course descriptions or syllabi. Course descriptions are brief summaries of course content. Course descriptions will be taken directly from the catalog that was in effect when the course was taken. Course syllabi are a more in-depth description of course content and may include: assignments, textbooks used, grading scheme, etc. Please note: Menlo College only has syllabi for most courses from 1995 to the present time.

Submit this form to the Office of the Registrar.

(PLEASE PRINT NEATLY IN INK)

Name while attending Menlo College: _____
Last First Middle

Student ID #: _____ Social Security #: _____ Date of Birth: _____
(for identification purposes) (for identification purposes)

Period of Attendance: _____ Phone #: _____

Mailing Address: _____
Number and Street Box/Apartment

City State ZIP

I need (check one): Course Descriptions Course Syllabi

List the courses you need:

<u>Course Code</u>	<u>Course Title</u>	<u>Year/Term Taken (approximately)</u>

Allow 1-3 business days for processing:

- Please mail them to me to the address above
- Please fax them to: _____

Student Signature: _____ **Date:** _____