

# COURSE DESCRIPTION REQUEST FORM

**INSTRUCTIONS: (Processing time: Up to 10 business days)**

1. Send request and payment (check or money order-made payable to *Cal Poly*) to:  
Cal Poly, Records Office, Attn: Course Description, 01-222, San Luis Obispo, CA 93407
2. See below for course description fee information.

Last name	First name	Middle name	Former name (if applicable)
EMPL ID#	<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>	<b><u>OR</u></b>	Last four digits Soc.Sec.# <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>

Current Address	City	State	Zip Code	Date of Birth
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Email address	Phone Number	X Student Signature
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Term Last Enrolled (if known): \_\_\_\_\_ **NOTE: Prior Catalogs (1994 through present) are on the web at :**  
[www.ess.calpoly.edu/records](http://www.ess.calpoly.edu/records)

----- PAYMENT -----

Payment type:  
☐ Cashier's Receipt    ☐ Check    ☐ Money Order

----- SPECIAL INSTRUCTIONS -----

☐ **Mail information to:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Fee Information:**  
**For 10 or less course descriptions, pay \$10**  
**For 11-25 course descriptions, pay \$25**  
**Over 25 course descriptions, add \$1 per description**

☐ **Fax Information to:** \_\_\_\_\_

Catalog Year	Course Name	Course Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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