



# COURSE DESCRIPTION REQUEST FORM

**\*\*PLEASE PRINT CLEARLY\*\***

\*Course descriptions may also be obtained directly from the Academic Bulletins located at <http://bulletin.miami.edu/>

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**

Modular Building 1307 Stanford Drive P.O. Box 248026 Coral Gables, FL 33124-6914  
Website: [www.miami.edu/registrar](http://www.miami.edu/registrar) Email: [univ.registrar@miami.edu](mailto:univ.registrar@miami.edu) FAX: 305-284-6293

Revised 9/14

**PAYMENT INFORMATION**

Credit Card  Check (made out to University of Miami)  
Credit Card: Visa  MasterCard  AMEX  #: \_\_\_\_\_  
Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ CC Billing Zip Code: \_\_\_\_\_ CVC Code: \_\_\_\_\_