

REQUESTED BY: _____
DATE: _____
TERM: _____ SESSION: _____

FOR AR USE
PROCESSED BY: _____
DATE: _____

(**) SUBJECT: _____ CATALOG NBR: _____ SECTION: _____

NOTE NBR (#): _____

DESCRIPTION (*): _____

TO

LONG DESCRIPTION/
FREE FORM TEXT:

--

FROM

LONG DESCRIPTION/
FREE FORM TEXT:

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** SUBJECT/CATALOG NBR/SECTION is used only when adding or modifying free form text for a section.

If adding a new Class Note, leave blank.

* For new Class Note, suggested description is "Subject Name-Letter" such as [Accounting-D].