



OHIO
UNIVERSITY

Office of the
University Registrar

Chubb Hall
Athens OH 45701-2979

REQUEST FOR ACCESS TO WEB-BASED
ADMINISTRATIVE CLASS LIST APPLICATION

Complete and return to Yvonne Nice, Office of the University Registrar, Chubb Hall 160.

Section I – Employee

Employee for whom access is requested.

Name: _____
(Last) (First) (Middle Initial)

Title/Classification: _____

Department: _____ Campus: _____

Oak ID: _____ Phone #: _____

Supervisor Name & Title: _____
(Last) (First) (Title)

Employee Signature: _____ Date: _____

SECTION II – Dean/Assistant Dean/Department Chair/Student Services Director Approval

I request that access to the Web-based **Administrative Class List** application be granted to the employee named above. I understand that by approving this access this employee will have access to all class list information at the University and therefore, I am granting access only to those employees with a legitimate need. I will notify the Office of the University Registrar to delete this access when this employee terminates employment in this department.

Name: _____ Title: _____

Signature: _____ Date: _____

Note: FERPA Compliance Statement must be signed and submitted with this form.