

## Request to Add Authorized Signature

Office of the Registrar, University of Memphis, 003 Wilder Tower / registrar@memphis.edu

**Deans/Designees:**

- Use this form to designate those faculty and staff members who have signature authority to approve enrollment exceptions (UG=Undergraduate/GR=Graduate) for your College or School.
- Supply the requested contact information and obtain the employee's signature.
- Sign the form, then e-mail it to registrar@memphis.edu.
- Call Student & Faculty Services at (901) 678-2810 if you have questions.

**I request that the following signature authority -**

OV	Course OVERLOADs exceeding max hrs allowed for a term/part.	<input type="checkbox"/> UG	<input type="checkbox"/> GR
25	UG course OVERLOADs exceeding 25 hrs for a term/part.	<input type="checkbox"/> UG	*****
AD	ADDs after the last official date to add.	<input type="checkbox"/> UG	<input type="checkbox"/> GR
WD	WITHDRAWAL after the last official date to withdraw.	<input type="checkbox"/> UG	<input type="checkbox"/> GR
RG	REGISTRATION after the last official date to register.	<input type="checkbox"/> UG	<input type="checkbox"/> GR
RT	RETROACTIVE approval of adds, withdrawals, and/or registrations after term is complete.	<input type="checkbox"/> UG	<input type="checkbox"/> GR

**- be assigned to:**

Name: \_\_\_\_\_

Phone / FAX:      Ph \_\_\_\_\_ / Fx \_\_\_\_\_

Signature / Date: \_\_\_\_\_ / \_\_\_\_\_

**Authorized By:**

**The appropriate Dean/Designee must sign to approve signature authority for the person listed above.**

Name: \_\_\_\_\_

College/School: \_\_\_\_\_

Signature / Date: \_\_\_\_\_ / \_\_\_\_\_