

**Office of the Registrar
CU-SIS
Data Request Form**

Office of the Registrar use ONLY: Received Date: Received By:

Office or Department:	Project Title:	Request Date: (Today's date)
Name:	Format: Excel List	Date Needed: (Allow 5 business days - do NOT use "ASAP")
Telephone:	Query Other format:	Name of Requester: Campus Email address: **By completing this request, I agree to protect and not make any unauthorized release of this data to third-parties in accordance with FERPA and other privacy laws.**

@uuky#u@Vo

Use this form to request data from the Office of the Registrar.
Please allow the analyst at least 5 business days; depending on workload, some requests may take longer than 5 days.
Complete all required fields, select the desired format, and click the "submit" button at the bottom of the page. Requests for mailing labels should be submitted to the OIT department at <https://www.uccs.edu/it>.
If you have any questions, please email DataReq@uccs.edu.

What is the population you want on your report (e.g. all students who took GPS 1010 in Fall 2018, etc.)? Please be very specific.

What fields do you want on your report (e.g. Last Name, First Name, Email Address, etc.)? Please be very specific.
Any FERPA protected information will undergo an approval process and will delay results.

What will this data be used for (e.g. invitation to an honor society, graduate research, etc.)? Please be very specific.
Any FERPA protected information will undergo an approval process and will delay results.

Office of the Registrar Department Use ONLY

Approved: Rejected:	Query Type:	Completed by:
Approved/Rejected By:	Query Name:	Date: