

Request to Add Instructor/Advisor to Student Administration System

Please complete the following and forward to the Office of the Registrar by e-mail to Registrar@jmu.edu or lovewl@jmu.edu, or mail to MSC 3528. Instructors/Advisors will be available to use 3 business days from receipt of this completed form.

Requestor Information

Name: _____

Phone: _____

Department: _____

Instructor/Advisor Information

New Instructor Update/Add Subject(s)

Instructor Type (Instructor, Professor, Associate Professor, etc.):

Instructor Name:

Last Name	First Name	Middle Name
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Employee ID# (from HR):

Primary Academic Org/College/Dept:

Subjects to be taught/advised:

1.	
2.	
3.	
4.	
