



Request to Add Instructor/Advisor to Student Administration system

Please complete the following and forward to the Office of the Registrar by campus mail to MSC 3528, by fax to 568-5615, or by e-mail to courseandclassroom@jmu.edu. Instructors/Advisors should be available to use within three business days from receipt of this completed form.

Requestor Information

Name: _____
 E-mail/Phone: _____
 Department: _____

Instructor/Advisor Information

* Last Name/Suffix First Name Middle Name Prefix

<u>New to JMU</u>	<u>Changes or Additions</u>
<p>Semester to Start: _____</p> <p>HR Employee ID: _____</p> <p>Primary Academic Org/Department: _____</p> <p>Select from the following: <input type="radio"/> Advisor Only <input type="radio"/> Instructor Only <input type="radio"/> Instructor & Advisor <input type="radio"/> Teaching Assistant</p> <p>Subjects to be taught/advised: _____ _____</p>	<p>Semester to Start: _____</p> <p>PS Instructor ID: _____</p> <p>Select from the following: <input type="radio"/> Advisor Only <input type="radio"/> Instructor Only <input type="radio"/> Instructor & Advisor <input type="radio"/> Teaching Assistant</p> <p>Subjects to be taught/advised: _____ _____</p> <p>Has Primary Acad. Org/Dept. changed? _____ If so, new academic org/dept.: _____</p>

**Note: Name on Student Administration system must match name on Human Resource system.*