

Middle Tennessee State University
COMPUTER PRINTOUT REQUEST FORM
Advancement Services Department

Name of person requesting information: _____

Phone Number: _____ Date of Request: _____

Department or Organization Represented: _____

Generate: _____ List(s) _____ Labels *(Indicate number of copies needed)*
_____ Mail Data for Mailing House _____ Mailing House To Be Used

Detailed purpose of printout: _____

Information requested: (Please complete each section in this area. See next page for examples.)

1. Selection Criteria: _____

2. Sort Order: _____

3. Output format: _____

4. Graduation Year(s): _____ All Selected Years: _____

Charge to MTSU Account Number: _____

Call when ready: Phone _____ OR Mail to MTSU Campus Box _____

Information received in these reports may contain confidential information. All lists, labels, and mailing data are to be used ONLY for the purpose listed above. Unapproved use may result in the denial of future access to information contained in the Banner database. Please allow 3 to 5 workdays for printouts.

AFTER DATA HAS BEEN USED FOR REQUESTED PURPOSE, DATA IS TO BE SHREDDED AND/OR OTHERWISE DESTROYED PROPERLY.

Signature of Requester **Date**
(Accepts responsibility for payment and proper use of information)

Approval: Department Chair, organization Faculty sponsor, etc. **Date**

Approval: Director of Advancement Services **Date**

The following samples are illustrations of the type of information needed for questions 1 through 4.

Example 1:

Selection Criteria: College of Mass Communication Alumni with valid U.S. addresses

Sort Order: Alphabetically by name within zip code

Output Format: Print name, home address, degree year, major

Graduation Years: 1992 to 2002

Example 2:

Selection Criteria: All English alumni with masters degrees and valid U.S. addresses

Sort Order: Alphabetically

Output Format: Print name, address, phone number

Graduation Years: All years

Example 3:

Selection Criteria: All College of Education alumni living in Tennessee

Sort Order: By zip code

Output Format: Print name, preferred mailing address

Graduation Years: 1980 to 2000

Return completed and signed form to:

Advancement Services Department

Campus Mail - Box 109

OR

Fax: 898-2187