

Request for Lists/ Labels

Today's Date:

Name:

Extension:

Organization:

Moderator (for student groups):

Extension:

Student organizations must have moderator make request

Purpose:

Please check all that apply.

List and Labels ___ List only ___ Labels only ___ Statistical ___

Required Information for LIST and LABELS:

CURRENTLY ENROLLED:

- 1) Undergrad Day students only ___ 2) Undergrad Evening only ___ 3) All undergrad (Day & Evening) ___
- 4) Graduate ___ 5) Doctoral ___ 6) All students ___

STUDENTS WHO HAVE GRADUATED

- 1) Undergrad Day students only ___ 2) Undergrad Evening only ___ 3) All undergrad (Day & Evening) ___
 - 4) Graduate ___ 5) Doctoral ___ 6) All students ___
- Year _____ Month _____

2) Specific Information pertaining to selected students

- a) Major _____
- b) Minor _____
- c) Class _____
- d) Resident ___ Commuter ___ Both _____

3) Mailing Requirements

Address needed: Permanent _____ Campus _____ Off-Campus: _____

SJU E-Mail only _____

4) Sort by: Alphabetical ___ Zip Code Order ___

5) Labels should be addressed to: Student _____ To Parent of _____

Additional Criteria: (E.G specific GPA)

Date needed: _____

Statistical Requests ONLY

If you have any questions concerning label requests, feel free to contact the Registrar's Office via email at Label_Request@sju.edu.
