Memorandum

To: Mr. Cedric Arrington, Acting Registrar

From: Amin Sarkar, Dean, School of Business

Date:

Subj: Opening a Class

Please open the following class indicated for the named student(s) to enroll:

Call No.	Course No.	Course Name

Student Name	Student No.	Major	Advisor

Thank you for your assistance in this matter.

Approved:

Instructor Date

Dept. Chair Date

Dean Date