



Office of Academic Scheduling

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Office Use Only		
	Date	Initial
Received	__/__/__	__.
Processed	__/__/__	__.
Confirmation	__/__/__	__.
Pickup (Dept.)	__/__/__	__.

Rollbook Request

- Please fill out all required entry completely and legibly in blue/black ink.
- Requests will be processed and responded within 3 business days. You will be contacted [via email](#).
- All processed rollbooks are to be pickup only. You must sign and present a valid KCC ID to retrieve rollbooks in Room A-113.

Department / Office	Name of Person Requesting: (First Name, Last Name)	Signature
Email	Office Extension	Date
@kbcc.cuny.edu	Ext.	/ /

	Semester	EMPL ID / Student's Name	Course	Class #	Section	Status (Office Use Only)
1)	<input type="checkbox"/> FALL 20__ <input type="checkbox"/> WINTER 20__ <input type="checkbox"/> SPRING 20__ <input type="checkbox"/> SUMMER 20__	ID: _____ LAST: _____ FIRST: _____				<input type="checkbox"/> Completed __/__/__(. .) <input type="checkbox"/> In Progress (Rollbook is missing, Contacted Dept.) __/__/__(. .)
2)	<input type="checkbox"/> FALL 20__ <input type="checkbox"/> WINTER 20__ <input type="checkbox"/> SPRING 20__ <input type="checkbox"/> SUMMER 20__	ID: _____ LAST: _____ FIRST: _____				<input type="checkbox"/> Completed __/__/__(. .) <input type="checkbox"/> In Progress (Rollbook is missing, Contacted Dept.) __/__/__(. .)
3)	<input type="checkbox"/> FALL 20__ <input type="checkbox"/> WINTER 20__ <input type="checkbox"/> SPRING 20__ <input type="checkbox"/> SUMMER 20__	ID: _____ LAST: _____ FIRST: _____				<input type="checkbox"/> Completed __/__/__(. .) <input type="checkbox"/> In Progress (Rollbook is missing, Contacted Dept.) __/__/__(. .)
4)	<input type="checkbox"/> FALL 20__ <input type="checkbox"/> WINTER 20__ <input type="checkbox"/> SPRING 20__ <input type="checkbox"/> SUMMER 20__	ID: _____ LAST: _____ FIRST: _____				<input type="checkbox"/> Completed __/__/__(. .) <input type="checkbox"/> In Progress (Rollbook is missing, Contacted Dept.) __/__/__(. .)
5)	<input type="checkbox"/> FALL 20__ <input type="checkbox"/> WINTER 20__ <input type="checkbox"/> SPRING 20__ <input type="checkbox"/> SUMMER 20__	ID: _____ LAST: _____ FIRST: _____				<input type="checkbox"/> Completed __/__/__(. .) <input type="checkbox"/> In Progress (Rollbook is missing, Contacted Dept.) __/__/__(. .)

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