



Office of Academic Scheduling

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 Phone: (718) 368-5686
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Office Use Only	
	Date Initial
Received	_____
Processed	_____
Confirmation	_____
Picked Up	_____

ROLLBOOK REQUEST

Incomplete forms will not be processed.

<u>Semester</u>	<u>Student's Name</u>	<u>Code</u>	<u>Course</u>	<u>Section</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Name of person requesting: _____

Signature: _____

Department/ Office: _____

KCC eMail Address: _____

Alternate eMail Address: _____

Date: _____

Office Extension: _____

Important Notes:

- Please be advised that requests will be processed if rollbooks are available. Allow three (3) business days for processing.
- You will be emailed when the rollbooks are ready, or if they are unavailable.
- In addition to signing a log book, you must present a valid KCC ID to retrieve rollbooks.