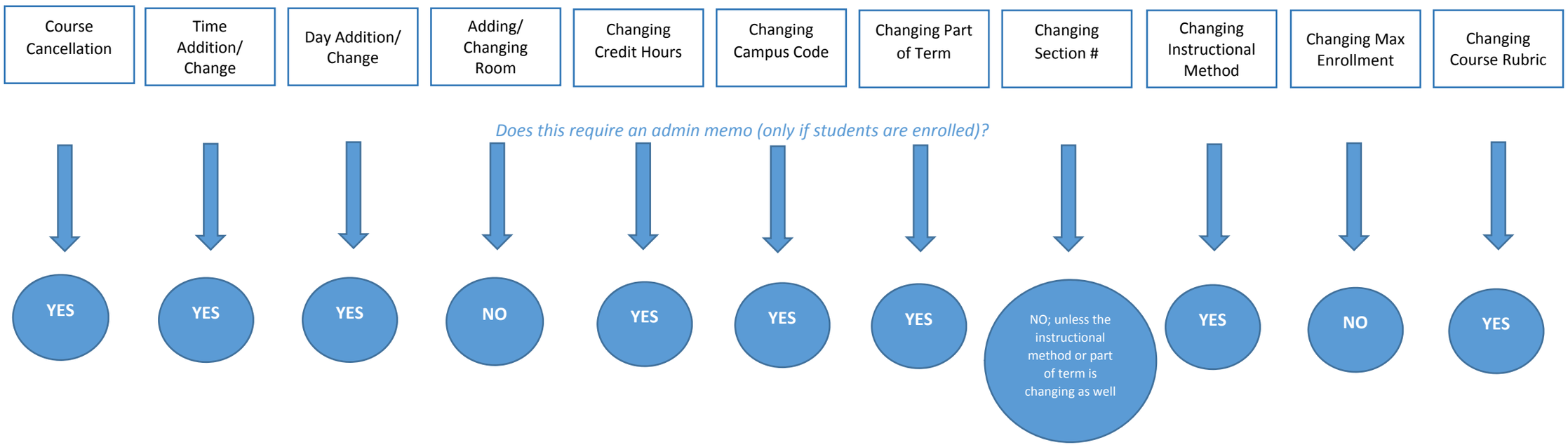
Administrative Memo Workflow

What is the change?



***Changes will NOT be made until **BOTH** the blue card **AND** the administrative memo are received.

***The administrative memo and blue card can be found on the Registrar's homepage under the "forms" tab.

***Instructor changes do not require a blue card or admin memo. These changes can be made at any time in SSASECT.

Updated 5/23/16