Request for Overload (SAN JUAN BRANCH)

*Reminder: This request form is for request of additional units beyond the 6 units approved by the College.*

*Please attach the following documents:*

1. **Fully accomplished Application for Change of Enrollment (ACE) form (Adding for ADDING of Subject & Changing for changing of one subject to another)**
2. **Certificate of Registration for the current semester**
3. **Approved and process Request for Overload (COLLEGE/BRANCH/CAMPUS), ACE form and receipt**

**2022 - 2023**

**Academic Year: \_\_\_\_\_ Semester: 1st Semester 2nd Semester**

*Important Reminder:*

*No undergraduate student shall be allowed to take more than the number of units in each semester as specified in his/her curriculum except for:*

* **GRADUATING** (student is completing all academic requirements during the term/semester) or
* **ACADEMICALLY OUTSTANDING STUDENT** (with a General Weighted Average of 1.75) as certified by the College Dean and approved by the VPAA. A maximum of additional nine (9) units may be given to them
* **TRANSFEREE/SHIFTEE** who is in good standing (no failing in grade in the previous semester) shall be allowed to take a maximum of six (6) additional units.

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*Personal Information*

**AGUILA, JESSIE VINCENT RIVERA**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reason for overloading beyond 6 units:

**2020-00443-SJ-1**

Student No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Graduating this semester

**BSIT**

Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academically outstanding (with GWA of 1.75

in the immediate previous semester, if current

semester is 1st then previous semester is 2nd

semester and vice versa; summer is not included)

*Academic Standing*

Previous Semester (if current semester is 1st then previous semester is 2nd semester and vice versa; summer is not included)

**30**

\_\_\_\_\_ units: Number of units enrolled in the previous semester

**30**

\_\_\_\_\_ units: Number of units with Passing Grade in the previous semester

Current Semester

Academic Status in the SIS (Check your academic status)

Regular Regular(Warning) Warning Probationary Dismissed Disqualified Returnee

**6**

\_\_\_\_\_ units: Number of maximum allowed units to enrol based on your Curriculum, Year level and Semester

**6**

\_\_\_\_\_ units: Number of units allowed to enrol based on your sis student account

**6**

\_\_\_\_\_ units: Number of units officially enrolled on your SIS student account

*Overload Subject/s*

*(load beyond the maximum number of units allowed)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Subject**  **Code** | **Subject Description** | **Course, Year and Section of the subject** | **Time** | **No. of Units** | **No. of Hours** |
| COMP  20233 | Technopreneurship | BSIT-SJ 3-2 | 07:30 AM – 10:30 AM | 3 | 3 |
| BUMA 30063 | Principles of Management and Organization | BSIT-SJ 3-1 | 03:00 PM – 06:00 PM | 3 | 3 |

**JESSIE VINCENT R. AGUILA**

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(Signature over Printed Name)

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For College Use

We certify that we have properly evaluated the curriculum and the grades of the student. We further certify that the request Is in accordance with the policy on overload subject.

Evaluated by:

**Asst. Prof. ALFRED M. PAGALILAWAN**

Academic Head

Processed by: Units Added: \_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ICTO Staff (Signature over Printed Name and Date)

Recommended and Approved by:

**Assoc. Prof. EDGARDO S. DELMO**

Director