

## **LOAD REVISION PROCEDURE & SCHEDULE**

INTERSESSION SY 2019-2020

### **LOAD REVISION FORM**

- Add/Withdraw Classes
- Change Section

- Change Status from Audit to Credit
- Change Status from Credit to Audit

**1**

#### **DOWNLOAD THROUGH AISIS**

- After payment, download, save and print the PDF copy of the Load Revision Form (LRF) through AISIS
- Fill out the form

- Forms should be downloaded only UNTIL (June 20, 2019)
- Should you have concerns downloading the form, you may call the Office of the Associate Dean for Academic Affairs or the Office of the Registrar
- Processing of the LRF will begin on the first day of classes (June 13, 2019)
- Freshmen must ask permission and secure LRF from the Office of the Registrar (Social Sciences Bldg., 1<sup>st</sup> flr.)

**2**

#### **OBTAIN APPROVAL AND SECURE ENDORSEMENT**

- Obtain approval from Teachers and Chairs concerned with the load revision request
- Secure endorsement from the following:
  - Home Department Chair/Program Director
  - ADAA (for Undergrad), ADGP (for Grad)
  - For scholars only: OAA (for Undergrad), ADGP (for Grad)

- Requests for change in section do NOT need the signature of ADAA/ADGP.

**3**

#### **ASSESSMENT / PAYMENT OF FEES**

- Proceed to Central Accounting Office (CAO, Faber Hall, 2<sup>nd</sup> flr.) for assessment of fees
- Fill out the following (if applicable):
  - Refund Slip: For refunds
  - Student Account Adjustment Form: For additional payments
- Pay to the cashier (if necessary)

- Requests for change in section do NOT need the signatures of CAO and Cashier

**4**

#### **OBTAIN APPROVAL OF THE REGISTRAR**

- Submit form to the Office of the Registrar

- If you wish to retain a copy, photocopy the completely signed LRF BEFORE submitting to the Office of the Registrar



### **DEADLINES**

#### **June 20, 2019**

For the following:

- Adding/Withdrawing Courses
- Changing Sections
- Changing of Status from Audit to Credit

#### **June 27, 2019**

For the following:

- Changing of status from Credit to Audit

#### **July 4, 2019**

For the following:

- Withdrawing from a Class with Permission

## FORM FOR CHANGE OF DEGREE PROGRAM OR APPLICATION FOR MINOR/SPECIALIZATION

**1**

### DOWNLOAD THROUGH AISIS

- Download form for Change of Degree Program OR Application for Minor/Specialization

### REMINDERS

- Forms may be downloaded anytime
- For those who cannot download, you may call the Office of the Registrar

**2**

### CHOOSE A REQUEST

- Request A - Change of Degree Program
- Request B - Application for Minor and/or Specialization

- Only one request may be made per form

**3**

### OBTAIN SIGNATURES

- Obtain the required signatures in proper

**4**

### OBTAIN APPROVAL OF THE REGISTRAR

- Forms must be accomplished within the prescribed deadline
- Submit accomplished forms to the Office of the Registrar

- If you wish to retain a copy, photocopy the completely signed form BEFORE submitting to the Office of the Registrar



### DEADLINE

**June 20, 2019**

For Change of Degree Program