

LOAD REVISION PROCEDURE & SCHEDULE

SECOND SEMESTER SY 2018 – 2019

LOAD REVISION FORM	
<ul style="list-style-type: none"> - Add/Withdraw Classes - Change Status from Audit to Credit - Change Section - Change Status from Credit to Audit 	
<p>1</p> <p>DOWNLOAD THROUGH AISIS</p> <ul style="list-style-type: none"> • After payment, download, save and print the PDF copy of the Load Revision Form (LRF) through AISIS. • Fill out the form. 	<p>REMINDERS</p> <ul style="list-style-type: none"> • Forms should be downloaded only UNTIL JANUARY 28, 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 • Freshmen must ask permission and secure LRF from the Office of the Registrar (Social Sciences Bldg., 1st Floor).
<p>2</p> <p>OBTAIN APPROVAL AND SECURE ENDORSEMENT</p> <ul style="list-style-type: none"> • 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) 	<ul style="list-style-type: none"> • Requests for change in section do NOT need the signature of ADAA/ADGP.
<p>3</p> <p>ASSESS FEES</p> <ul style="list-style-type: none"> • Proceed to Central Accounting Office (CAO, Faber Hall, 2nd floor) 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) 	<ul style="list-style-type: none"> • Requests for change in section do NOT need the signatures of CAO and Cashier.
<p>4</p> <p>OBTAIN APPROVAL OF THE REGISTRAR</p> <ul style="list-style-type: none"> • Submit form to the Office of the Registrar. 	<ul style="list-style-type: none"> • If you wish to retain a copy, photocopy the completely signed LRF BEFORE submitting to the Office of the Registrar.
<p>! DEADLINES</p> <p>JANUARY 28, 2019</p> <p>For the following:</p> <ul style="list-style-type: none"> • Changing Sections • Changing Status from Audit to Credit • Adding/Withdrawing Courses <p>MARCH 2, 2019</p> <p>Changing Status from Credit to Audit</p> <p>APRIL 3, 2019</p> <p>Withdrawing from a Class with Permission</p>	

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 Specialization

- Only one request may be made per form.

3

OBTAIN SIGNATURES

- Obtain the required signatures in proper sequence.

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

JANUARY 28, 2019

- For Change of Degree Program