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Encoded:

Enrollment Personnel

Date

Department Chairperson (Signature Over Printed Name)

Student's Signature

GENERAL INSTRUCTION: Please take note of the following when processing Permit to ADD Course/s:

- 1. Fill out form properly.
- 2. Proceed to the Faculty member teaching the course to certify the availability of slot and to check the course(s) prerequisite(s).
- 3. Proceed to Department Chairperson of the College of the new course for endorsement.
- 4. Proceed to the (a) Mother College Dean for approval.
- 5. Pay processing fee at the University Cashier's Office (BS 50; GS/OU 100).
- 6. Submit approved PRF, previous enrollment form, and Official Receipt (O.R.) at your college encoding area for the implementation of the modification (encoding and printing of new enrollment and assessment form).
- 7. Proceed to the Office of the University Registrar and submit the OUR copy.
- 8. Proceed to the Accounting Office and submit photocopy of signed form and Enrollment and Assessment Form (EAF), if with refund.
- 8. Pay the corresponding fees indicated in the Order of Payment at the University Cashier's Office.

IMPORTANT: Any erasure or alteration will render this form VOID. Improperly filled-out forms will not be processed by the Enrollment Personnel.

(THIS FORM MAYBE REPRODUCED)