PERMIT TO ADD COURSE/S

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OUR use only
Date Received: _____

OUR Personnel

Name: _____   **ID No.** _____

Family Name	*Given Name*	*Middle Name*

Degree and Year: _____   **Term:** ( )1st Sem ( ) 2nd Sem ( )Mid-Year   **School Year** _____

REASON/S: [ ] Not offered during regular enrollment period   [ ] New curriculum   [ ] Others (specify):_____

COURSE (S) TO ADD			Prerequisite(s)	FACULTY MEMBER (Signature over printed name)	Date
Class Code	Course No.	Course Title			
			[ ] None [ ] Taken [ ] Not Taken		
			[ ] None [ ] Taken [ ] Not Taken		
			[ ] None [ ] Taken [ ] Not Taken		

I agree to pay the increase of matriculation.

I certify that the additional ____ unit/s is within the allowable _____ total units of the degree program for the semester.

Approved :

_____
Dean   Date
(Signature Over Printed Name)

Encoded:

_____   _____
Student's Signature   **Department Chairperson**
Date:_____   (Signature Over Printed Name)

_____
Enrollment Personnel   Date

Student Copy

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)