


## LOAD REVISION PROCEDURE & SCHEDULE

FIRST SEMESTER SY 2017 – 2018

<b>LOAD REVISION FORM</b>	
<ul style="list-style-type: none"> <li>- Add/Withdraw Classes</li> <li>- Change Section</li> <li>- Change Status from Audit to Credit</li> <li>- Change Status from Credit to Audit</li> </ul>	
<p><b>1</b> <b>DOWNLOAD THROUGH AISIS</b></p> <ul style="list-style-type: none"> <li>• After payment, download, save and print the PDF copy of the Load Revision Form (LRF) through AISIS.</li> <li>• Fill out the form.</li> </ul>	<p><b>REMINDERS</b></p> <ul style="list-style-type: none"> <li>• Forms should be downloaded only <b>UNTIL AUGUST 16, 2017</b>.</li> <li>• 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.</li> <li>• Processing of the LRF will begin on the first day of classes.</li> <li>• Freshmen must ask permission and secure LRF from the Office of the Registrar (Social Sciences Bldg., 1<sup>st</sup> Floor).</li> </ul>
<p><b>2</b> <b>OBTAIN APPROVAL AND SECURE ENDORSEMENT</b></p> <ul style="list-style-type: none"> <li>• Obtain approval from Teachers and Chairs concerned with the load revision request.</li> <li>• Secure endorsement from the following:                             <ul style="list-style-type: none"> <li>• Home Department Chair/Program Director</li> <li>• ADAA (for Undergrad), ADGP (for Grad)</li> <li>• For scholars only:                                     <ul style="list-style-type: none"> <li>• OAA (for Undergrad), ADGP (for Grad)</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Requests for change in section do NOT need the signature of ADAA/ADGP.</li> </ul>
<p><b>3</b> <b>ASSESS FEES</b></p> <ul style="list-style-type: none"> <li>• Proceed to Central Accounting Office (CAO, Faber Hall, 2<sup>nd</sup> floor) for assessment of fees.</li> <li>• Fill out the following (if applicable):                             <ul style="list-style-type: none"> <li>• <b>Refund Slip:</b> For refunds</li> <li>• <b>Student Account Adjustment Form:</b> For additional payments</li> </ul> </li> <li>• Pay to the cashier (if necessary)</li> </ul>	<ul style="list-style-type: none"> <li>• Requests for change in section do NOT need the signatures of CAO and Cashier.</li> </ul>
<p><b>4</b> <b>OBTAIN APPROVAL OF THE REGISTRAR</b></p> <ul style="list-style-type: none"> <li>• Submit form to the Office of the Registrar.</li> </ul>	<ul style="list-style-type: none"> <li>• If you wish to retain a copy, photocopy the completely signed LRF <b>BEFORE</b> submitting to the Office of the Registrar.</li> </ul>
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p> <b>DEADLINES</b></p> <p><b>AUGUST 16, 2017</b> For the following:</p> <ul style="list-style-type: none"> <li>• Adding/Withdrawing Courses</li> <li>• Changing Sections</li> <li>• Changing Status from Audit to Credit</li> </ul> </div> <div style="width: 45%;"> <p><b>SEPTEMBER 20, 2017</b> For the following:</p> <ul style="list-style-type: none"> <li>• Changing Status from Credit to Audit</li> </ul> <p><b>OCTOBER 18, 2017</b> For the following:</p> <ul style="list-style-type: none"> <li>• Withdrawing from a Class with Permission</li> </ul> </div> </div>	

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

<p><b>1</b> <b>DOWNLOAD THROUGH AISIS</b></p> <ul style="list-style-type: none"> <li>• Download form for Change of Degree Program OR Application for Minor/Specialization.</li> </ul>	<p><b>REMINDERS</b></p> <ul style="list-style-type: none"> <li>• Forms may be downloaded anytime.</li> <li>• For those who cannot download, you may call the Office of the Registrar.</li> </ul>
<p><b>2</b> <b>CHOOSE A REQUEST</b></p> <ul style="list-style-type: none"> <li>• Request A - Change of Degree Program</li> <li>• Request B - Application for Minor and Specialization</li> </ul>	<ul style="list-style-type: none"> <li>• Only one request may be made per form.</li> </ul>
<p><b>3</b> <b>OBTAIN SIGNATURES</b></p> <ul style="list-style-type: none"> <li>• Obtain the required signatures in proper sequence.</li> </ul>	
<p><b>4</b> <b>OBTAIN APPROVAL OF THE REGISTRAR</b></p> <ul style="list-style-type: none"> <li>• Forms must be accomplished within the prescribed deadline.</li> <li>• Submit accomplished forms to the Office of the Registrar.</li> </ul>	<ul style="list-style-type: none"> <li>• If you wish to retain a copy, photocopy the completely signed form BEFORE submitting to the Office of the Registrar.</li> </ul>
<p><b>! DEADLINE</b> <b>AUGUST 16, 2017</b></p> <ul style="list-style-type: none"> <li>• For Change of Degree Program</li> </ul>	