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OFFICE OF THE UNIVERSITY REGISTRAR
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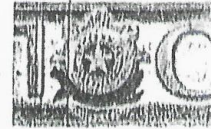
POLICY ON OVERLOAD SUBJECT

University Code:

"Art. 40 — Except for graduating students and superior students approved by the faculty dean/director, no undergraduate student shall be allowed to take more than the number of units specified in the curriculum in which he is enrolled each semester".

Student Handbook:

"Sec. 5 (5.2)– No undergraduate student shall be allowed to take more than the number of units specified in his/her curriculum except for graduating and academically outstanding students certified by the College Dean".

MELBA D. ABALETA
University Registrar

GUIDELINES IN PROCESSING OF
APPLICATION FOR CHANGE OF ENROLLMENT (ACE) OF SIS
STUDENTS

Second Semester, AY 2011-12

General Rules:

1. The ACE Form may only be used by a student who has been issued a Registration Certificate of the current semester/term. The Form is downloadable from the official PUP Website thru "Download Forms" under Students Tab found at the left side panel of the Home Page.

2. Only one ACE Form may be used by a student for all subjects to be change/dropped/added,

3. No students is allowed to carry an overload except when (i) he/she is graduating during the current semester/term, or (ii) he/she is talking up back subject (like shiftee or a returnee) but passed all previous subjects and with an above average academic performance. The student's maximum number of units allowed to enroll in the current semester is shows in the 'Students Enrolment' sub- module. Tagging of overload subjects/courses will be done at the ICTC.

4. A class list must be provided by the Department chair of the section to the assigned subject/course faculty member in order to assist the same in deciding whether irregular students may still be accommodated in the class. The Department may tag in the "Faculty Load" sub-module of the system the professor's teaching assignment so that the professor him/herself can print the class lists.

5. No student from one satellite campus is allowed to enroll an additional subject offered in another satellite campus without an approved authority to cross-enroll by the student's Campus Director.

Procedures:

1. Student must accomplish the ACE Form in the quadruplicate.
   a. Indicate the correct section code of each subject/ course to be changed/dropped/added. For example, for block section, the section code of a subject/ course is the academic program, year and section of the class (BSOE I- 1); for open / free section, the section code of a subject/ course consist of a numeric digit followed by the subject/ course code like '1ENGL1013.'
   b. Indicate the correct schedule (day/s and time) and room number.

2. Assigned professor in the subject/course to be changed/dropped/added/ signs the ACE form to indicate his/her willingness to release/accept the student in his/her class. For dissolved subject/course, the Chairperson signs the ACE form.

3. The Dean/Director approves the application for change of enrolment by affixing his/her signature at the "Approved by" portion of the Form.

4. The Chairperson/Academic Head/ enrolment adviser tags the subject to be changed/dropped/added in the SIS, particularly in the 'Students Enrolment' sub module.

   a. Be sure that there are slots available in the class where the student is to be registered. In the case of no available slot in the class, the chairperson of the servicing department should advise the ICTC to add slot/s in the class.

   b. Chairperson/enrolment adviser should double check if the changes in the enrollment of the students are already reflected in the SIS.

5. Student proceeds to the Accounting Office - Student Services (South Wing, Ground Floor) for the tagging of fees (adjustment fees and tuition).

6. Student pays the total amount of tuition and adjustment fees at the designated SIS Cashier counters, Note: Fees for changed/dropped/added subjects should be paid in full and on cash basis.

7. Student submits a copy of each to the following offices, together with an attached photocopy of the Official Receipt of Fees for changed/dropped/added subjects/courses: The class professor, the students' College/Department, and the Office of the University Registrar. The fourth copy is a personal copy of the student.

8. The student is responsible for checking in his/her SIS account whether the changes in his/her enrolment were correctly and coded in the system. Errors in entries must be reported within the adjustment period to the Chairperson/Academic Head, otherwise such correction will no longer be accepted.

PROCEDURES FOR PROCESSING OF LATE ENROLLEES

A. SHIFTEES

Step 1

Prepare the following documents (in triplicate) and present to the ICTC, look for Mr. Nino Abelardo or Mr. Ryan Niog:

1. Official Receipt of Payment for Certification of Grades
2. Certification of Grades signed by the ICTC director
3. Duly accomplished Shifting Form with Approval of the University Registrar; curriculum year and new section should be indicated on the Form.

Step 2

ICTC tags the student's new course, curriculum year and section. Shiftee then proceeds to college/ department for the tagging of his subjects.

Step 3

The College/Department tags the shiftee's subjects based on his approved R0 (R-Zero) Form.

Step 4

Department Chair/Enrolment Adviser tags the shiftees subjects, click assessment and save mode of payment (i.e. full payment or two payment). Student should print payment voucher.

Step 5

To print his payment voucher, the student should access his SIS "account" tab. At the "account" tab, student clicks 2nd semester and school year 2011-2012. At the upper and lower right part of the panel, click "Voucher" to see payment voucher.

Step 6

Print payment voucher and pay appropriate amount at any LBP branch. Last day of payment at LBP is on June 8, 2011. After this date, all payment should be made at the PUP Cashier's Office.

B. SIS STUDENT- NON SHIFTEES

Follow **Step 3** to **Step 6.**

C. RETURNEE- SIS STUDENT

Step 1

Prepare the following document (in Triplicate) and present to ICTC:

1. Re-Admission Certificate from ARO
2. Academic Evaluation by Dean/Chairperson

Step 2

ICTC tags subjects of student; click assessment and save mode of payment (i.e. full payment or two payments).

Step 3

Student prints payment voucher from his SIS account.

D. **RETURNEE- FROM OLD SYSTEM TO SIS**

Step 1

Secure endorsement for inclusion in the SIS from the Admission and Registration Office (ARO).

Step 2

Present the following documents to the ICTC (look for Mr.Nino Abelardo Herrera or Mr. Ryan Niog):

1. Re-Admission Certificate from ARO
2. Student Records or Transcript of Records from the Office of the University Registrar
3. Duly accomplished R0 (R-zero)

Step 3

ICTC creates student's SIS account, tags, subjects, assesses fee and tags mode of payment.

Step 4

Student prints payment voucher through his SIS account. Pays thru Landbank of the Philippines.

READMISSION

UNIVERSITY POLICY FOR READMISSION

Sec.14 – Tenure and Leave of Absence (PUP Student Handbook)

14.1.1 – Any students must finish the requirement of a college course within the period equivalent to one and one half (1 ½) times the normal length of the residence of the course; otherwise, he shall not be readmitted into the college in which he is enrolled.

14.2.2 – Any student who withdraws from the university without a formal leave of absence shall apply readmitted as a new student.

14.3.3 – Any student who was issued honourable dismissal cannot be readmitted into our university.

*A returning student may be considered readmission, depending on his or her academic performance and availability of slots.

*Must have complied all the requirements for the readmission.

PROCEDURE FOR THE READMISSION IN PUP

1. Secure Transcript of Records (for those who stopped for two years or more) and Informative Copy of Grades (for those who stopped for one semester to 1 ½ years) from W-116 two months before the schedule enrolment date.
2. Go to the admission office (ARO) and fill-out an Application Form for readmission and submit the following requirements:
   - Transcript of Records or Informative Copy of Grades
   - 2 pcs. Of 2x2 ID picture with name pictured on it
   - Latest Registration Certification
   - Receipt of Payment (P150.00) for readmission fee.
   - Curriculum sheet
3. Secure Clearance from the following offices:
   a. Accounting Office
   b. University Medical Clinic (x-ray result with film is required)
4. Go to the college dean's office to apply for academic evaluation and approval.
5. Proceed to the ARO and submit your approved application, other requirements and get your readmission certificate with attached photocopies of the documents.
6. Go to the college of your chosen course and present the readmission certificate for your enrolment.