



PERMIT TO CHANGE COURSE/S

Document Code: QF-OUR-05, Revision Number: 2, Effectivity: July 12, 2019, O.R. No.

Name: Family Name Given Name Middle Name

ID No.

OUR use only Date Received:

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

REASON/S: [] Conflict of Schedule with job assignment [] Course/s not in accordance with the curriculum/ Plan of Coursework [] Others:

COURSE(S) table with columns: FROM (Class code, Course no.), Name and Signature of Faculty Member, CHANGE TO (Class code, Course no.), Prerequisite(s), Name and Signature of Faculty Member

I hereby agree to abide by the rules and regulations on the changes of matriculation.

Endorsed: Department Chairperson (Signature over Printed Name) Date: Approved: Dean/Director (Signature over Printed Name) Date: Registrar (Signature over Printed Name) Date: Student's Signature Date:

OUR Copy

Encoded:



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COLLEGE/ ACADEMIC INSTITUTE Copy

Encoded:

GENERAL INSTRUCTION: Please take note of the following when processing Permit to CHANGE COURSE(s):

1. Fill out form properly.
2. Secure the signature of the faculty member teaching the previous course for information, and the faculty member teaching the new course to certify the availability of slot and to check the course(s) pre-requisite(s).
3. Proceed to Department Chairperson of the College/Academic Institute of the new course for endorsement.
4. Proceed to the **(a)** Mother College Dean/ Academic Institute Director, and **(b)** Office of the University Registrar 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 the OUR encoding area for the implementation of the modification (*encoding and printing of new enrollment form/ certificate of registration*).
7. Proceed to the Accounting Office and submit your encoded form for the reassessment of fees.
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 OUR Personnel.

(THIS FORM MAYBE REPRODUCED)