



PERMIT TO ADD COURSE/S

Document Code: QF-OUR-06 Revision Number: 3
Effectivity: July 12, 2019 O.R. No.
OUR use only
Date Received:

Name: Family Name Given Name Middle Name ID No.

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

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

Table with 4 columns: Class Code, Course No., Course Title, Prerequisite(s), FACULTY MEMBER (Signature over printed name), Date. Includes rows for prerequisites with checkboxes for None, Taken, or 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 :

College Dean/ Institute Director (Signature Over Printed Name)

Date

Registrar

Date

Student's Signature

Department Chairperson (Signature Over Printed Name)

Encoded:

Date:

OUR Copy



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ACCOUNTING OFFICE Copy



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MOTHER COLLEGE/ ACADEMIC INSTITUTE 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/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)