



University of the Philippines
Visayas
Request to Change Matriculation
 _____ Semester, AY _____

Name (Last, Given Name): _____ Student No.: _____

College: _____ Degree Program: _____ Year Level: _____

	CLASS CODE	COURSE NUMBER	SECTION	UNITS	CANCELLED BY	DATE
Class Cancelled						

	CLASS CODE	COURSE NUMBER	SECTION	UNITS	AUTHORIZED BY	DATE
Class Authorized						

Total No. of Units w/ Addition/Cancelled Subject _____		FEE CHARGED: _____ DATE: _____	O.R. NO.: _____ REMARKS: _____
INSTRUCTIONS TO STUDENTS Please read the pertinent rules on change of matriculation below before accomplishing this form. Accomplish this form by using BLOCK LETTERS .		Scholarship/Privilege/Grant: _____	
CHANGE OF SECTION	FROM	TO	_____ Name & Signature of Student
SECTION			
CLASS CODE			
REASON	DATE	_____ Name & Signature of Adviser	
<input type="checkbox"/> section closed <input type="checkbox"/> conflict of schedule <input type="checkbox"/> section dissolved <input type="checkbox"/> lacks prerequisite <input type="checkbox"/> Others, specify: _____		_____ Name & Signature of Dean (or College Secretary if authority is delegated)	

Reminders:

1. Kindly refer to the Academic Calendar for the Change of Matriculation period.
2. If a student is requesting to change more than one (1) course, the student must accomplish separate forms for each.
3. Please copy furnish the Office of the University Registrar with a copy of the approved form.

RULE ON CHANGE OF MATRICULATION

Art. 353. All transfers to other classes shall be made only for valid reasons. No change of matriculation involving the taking of a new subject shall be allowed after one week of regular class meetings has been held. Changes in matriculation shall be effected by means of the form for the change of matriculation and must be recommended by the advisor and approved by the Dean. The form, after being duly accomplished, shall be submitted to the University Registrar for assessment and notation (Revised UP Code, as amended during the BOR Meeting on 29 May 1975).