### CHANGE/ADD MATRICULATION

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 filling up <a href="UP Form 26">UP Form 26</a> and must be recommended by the adviser and approved by the Dean [The Change of Matriculation form is included in the delegated authority for the College Secretary to sign on behalf of the Dean per Memo No. FN 90-68 dated 08 August 1990]

The change of matriculation fee is P10.00 per course. [As approved at the 966th BOR meeting, 29 March 1984].

#### NOTES:

Valid reasons for change of matriculation include:

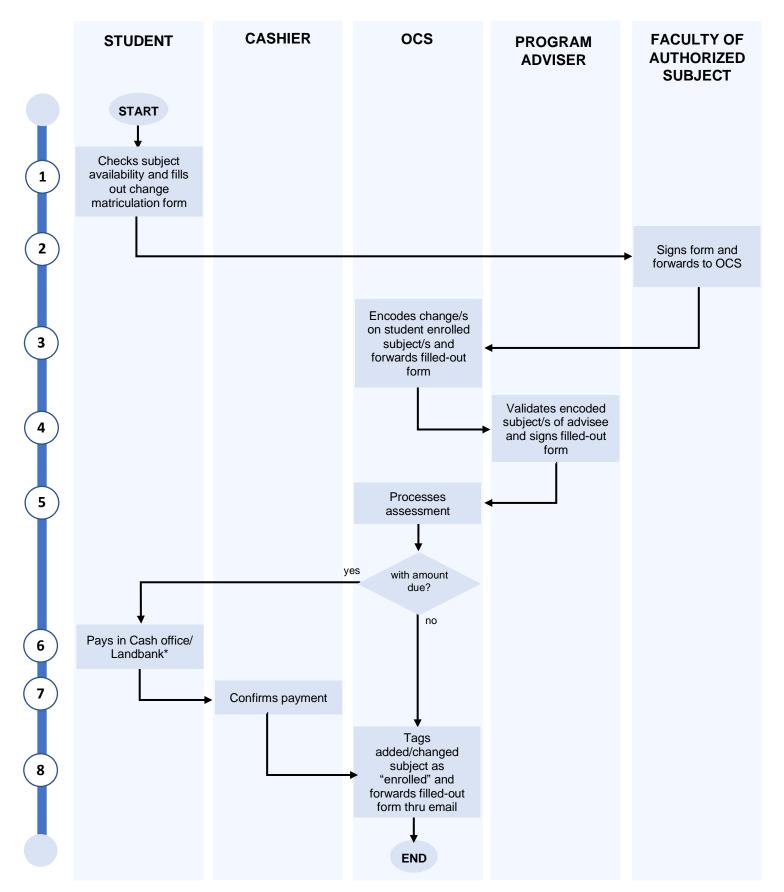
- 1. Dissolved subjects. In this case, students need not pay the matriculation fee.
- 2. Conflict of schedule

# UNIVERSITY OF THE PHILIPPINES VISAYAS

ACADEMIC PROCESS FLOWCHART AND FORM



#### **Change/Add Matriculation**



<sup>\*</sup> Please refer to the payment process through Landbank from the Cash Office

## **UNIVERSITY OF THE PHILIPPINES VISAYAS**

# Change/Addition of Matriculation Semester / A.Y.

Student Number:			
Name:			
Subject Cancelled:			
Subject Authorized:			
Remarks:	Fees Charged:	O.R. #:	_ Date:
Approved:	Date:		Date:
Program Adviser Student's Copy		For the Dean	
U.P. Form 26	UNIVERSITY OF THE PHIL Change/Addition of N	IPPINES VISAYAS Matriculation	
Student Number:	E-mail:	Contact Number:	
Name:			
Subject Cancelled:Subject Authorized:			
Remarks:			
Approved:			
Program Adviser College Secretary's Copy	Date:	For the Dean	
		IPPINES VISAYAS	
	UNIVERSITY OF THE PHIL Change/Addition of N Semester / A.Y.	IPPINES VISAYAS Matriculation	
	UNIVERSITY OF THE PHIL Change/Addition of N Semester / A.Y E-mail:	IPPINES VISAYAS Matriculation 	
U.P. Form 26 Student Number:	UNIVERSITY OF THE PHILE Change/Addition of N Semester / A.Y E-mail: College/School:	IPPINES VISAYAS  Matriculation  Contact Number: Degree Program:	
U.P. Form 26  Student Number: Name: Subject Cancelled:	UNIVERSITY OF THE PHILE Change/Addition of N Semester / A.Y E-mail: College/School: Credits: Credits:	IPPINES VISAYAS  MatriculationContact Number: Degree Program: Instructor's Signature:	
Student Number: Name: Subject Cancelled: Subject Authorized: Remarks: Approved:	UNIVERSITY OF THE PHIL Change/Addition of N Semester / A.Y E-mail: College/School: Credits: Credits: Fees Charged:	IPPINES VISAYAS  MatriculationContact Number: Degree Program: Instructor's Signature:	
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Student Number: Name: Subject Cancelled: Subject Authorized: Remarks: Approved: Program Adviser  Department's Copy  U.P. Form 26  Student Number: Name: Subject Cancelled: Subject Authorized:	UNIVERSITY OF THE PHILE Change/Addition of N Semester / A.Y E-mail: Credits: Credits: Credits:   Date: UNIVERSITY OF THE PHILE Change/Addition of N Semester / A.Y   E-mail: College/School:   Credits: Credits:    Credits:	IPPINES VISAYAS  Matriculation  Contact Number: Degree Program: Instructor's Signature: O.R. #: For the Dean  IPPINES VISAYAS  Matriculation Contact Number: Degree Program: Instructor's Signature:	Date:
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