

## 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 [UP Form 26](#) 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].

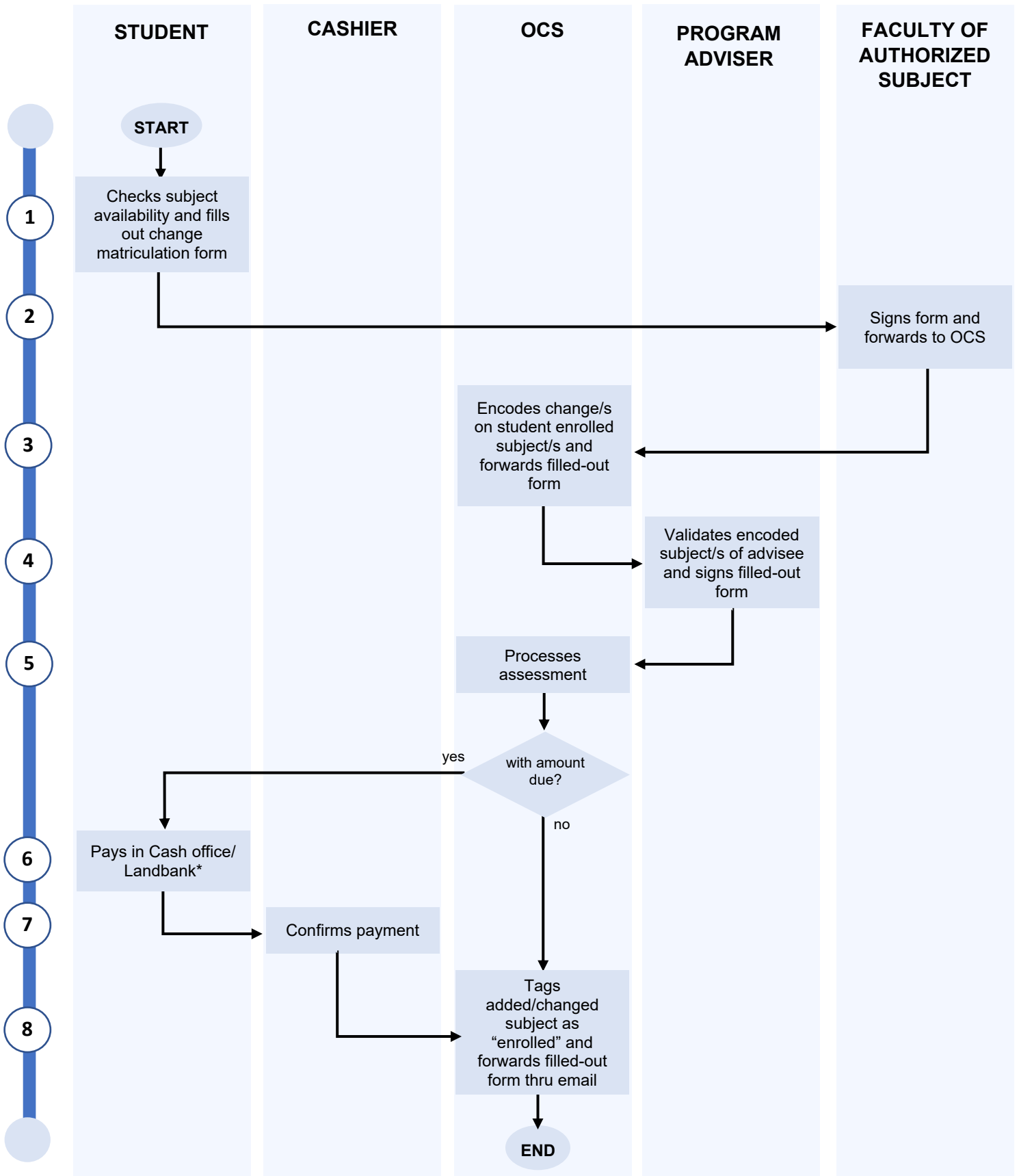
### NOTES:

*Valid reasons for change of matriculation include:*

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



## Change/Add Matriculation



\* Please check payment procedures with the Cash Office.



UNIVERSITY OF THE PHILIPPINES VISAYAS



**REQUEST TO CHANGE/ADD/CANCEL  
MATRICULATION**

\_\_\_\_\_ Semester/Term, AY \_\_\_\_\_ - \_\_\_\_\_

Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Degree Program: \_\_\_\_\_

SAIS Number (if applicable): \_\_\_\_\_

Registration Status: \_\_\_\_\_

Type <sup>1</sup>	FROM:	Course	Units	Section	Day	Time	Room	Fees Charged
<input type="checkbox"/> CHANGE	FROM:							CM fee:
	Instructor Signature:							
<input type="checkbox"/> ADD								Lab Fee:
<input type="checkbox"/> CANCEL	TO:							
	Instructor Signature:							
<b>Total Amount, ₱</b>								
<b>Less Scholarship/Privilege/Grant, ₱</b>								
<b>Total Amount Payable, ₱</b>								
<b>OR No.</b>								
<b>Date of Payment</b>								
<b>Certified by:</b>								

Reason (please check):

- ill-advised                       conflict of schedule                       lacks pre-requisite  
 section closed                       section dissolved                       others, specify: \_\_\_\_\_

Endorsed:

Approved:

\_\_\_\_\_  
Name & Signature of Student

\_\_\_\_\_  
Name & Signature of Adviser

\_\_\_\_\_  
Name & Signature of Dean  
(or College Secretary if authority is delegated)

Reminders:

1. Kindly refer to the Academic Calendar for the Change/Add/Change Matriculation period.
2. Please copy furnish the Office of the University Registrar with a copy of the approved form.

<sup>1</sup> If a student is requesting to change/add/cancel more than one (1) course, he/she must accomplish separate forms for each.