

CROSS REGISTRATION WITHIN U.P.

No student shall be registered in any other college, school, or department of this University without the permission of the Dean of the college [granting of permit has been delegated to the College Secretary per Memo No. FN 90-68 dated 08 August 1990] in which the student is primarily enrolled. [Art 333, UP Code 1975]

A student who wants to register in another campus in the University must fill out the cross-registration form ([UP Form 5-B](#)).

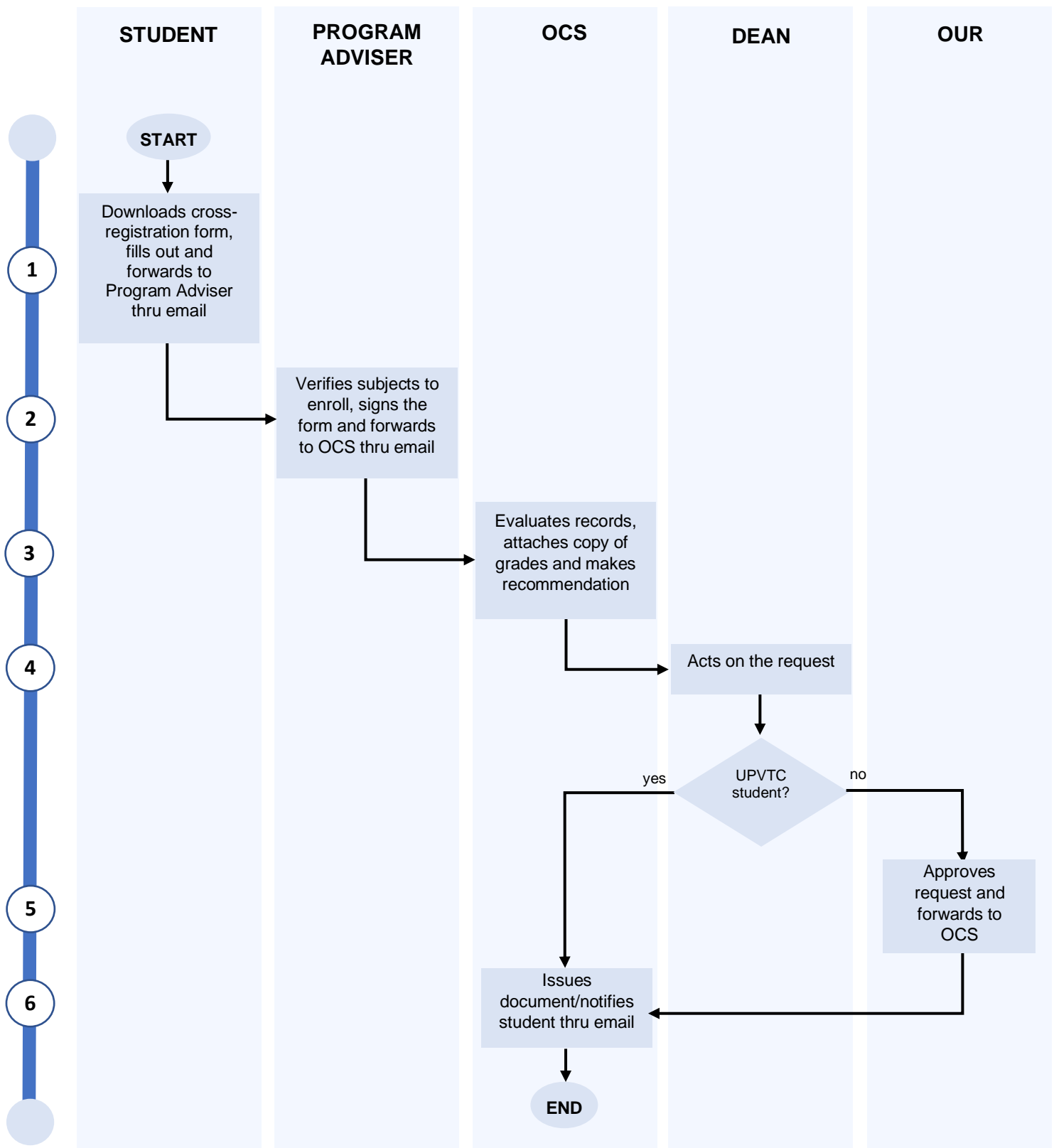
The total number of units of credit for which a student may register in two or more colleges or schools in this University shall not exceed the maximum allowed by the rules on academic load. [Art 335, UP Code 1975]

NOTES:

1. *The College Secretary sets the deadline for filing an application for cross registration.*
2. *A green form is used by the students to apply for cross-enrollment in another UP units.*
3. *The cross-registration form should specify the reason/s, subject/s and the number of units. It should likewise bear the signature of the following before the University Registrar acts on it:*
 - a. *Program Adviser*
 - b. *Dean of the College where the student is primarily enrolled*



Cross Registration Within U.P.



Note: For UP Visayas, the Permit to Cross Register to Constituent Universities is printed in green paper only.

UNIVERSITY OF THE PHILIPPINES VISAYAS
REQUEST TO CROSS REGISTER WITHIN U.P.

STUDENT NO: _____ E-MAIL: _____ CONTACT NO.: _____ COLLEGE: _____
 NAME: _____ DEGREE PROGRAM: _____ YEAR LEVEL: _____

I would like to request permission to cross-enroll at _____ for the
 (term) _____ for the
 following reasons: _____

Subjects Requested	Units	Adviser's Validation	Alternate Subjects	Units	Adviser's Validation

No. of units registered at home unit _____ No. units applied for as cross registrant _____ Total Load _____

Remaining number of semesters _____ to avail of the Free Higher Education.

Signature

Home Unit Approval

Host Unit Approval

Dean

Dean

Registrar

Registrar

(Please detach and submit to home unit)

ACKNOWLEDGEMENT

THE REGISTRAR
 University of the Philippines Visayas

This is to certify that _____ has been admitted as a cross-enrollee this _____ Semester, Academic Year _____ for _____ units in the College of _____

Signature over printed name
Registrar-Host Unit/Accepting School

Attach requirements:

- Medical certificate
- Adviser's certification re: remaining deficiencies (for grading students only)
- Certification of scholastic standing from the College Secretary