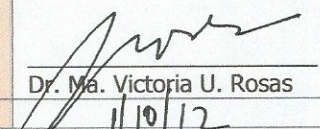


Procedure No:	ACA-PROC-REG-0018
Procedure Title:	Overload Application and Approval
Related Policy:	ACA-POL-REG-0018 Overload Policy
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Office of the Registrar
"Supersedes" Notification:	
Procedure Description:	This procedure details term requirements and key persons involved in the application for Overload.
Areas of Responsibility:	Office of the Registrar
Procedure Details:	<p>Step 1. The student fills out an overload application form and curriculum checklist from the Registrar.</p> <p>Step 2. The student submits the accomplished forms to the Registrar's evaluator.</p> <p>Step 3. The student submits his application to the Dean's Office.</p> <p>Step 4. The student submits his accomplished form, with recommendation from the Dean's Office, to the Registrar for approval.</p> <p>Step 5. The Registrar releases the approved overload application to the student.</p>
Procedure Approval Authority:	Registrar
References:	Registrar's Guidebook page 40
Definition:	
Help Page:	Office of the Registrar
Prepared by:	Planning, Funding and Development Office
Approved by:	 Dr. Ma. Victoria U. Rosas
Date of Approval:	1/10/12

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