GUIDELINES FOR ADJUSTMENT

Schedules

Academic advising schedule & printing of late enrollment form 18-20 April 2016
Adjustment schedule is open on 21-22 April 2016 8:00 a.m. – 5:00 p.m

Reason/s for late enrollment

1) Failure to enlist/pre-enroll (deterrent fee of P 2,060.00).
2) Failure in the pre-requisite of a course you have enrolled in.
3) Dissolution of the section
4) Under load – less than 15 units (for CDP less than 9 units).
5) Has a pending clearance (check the clearance before encoding).
6) Returnee (secure payment slip for reactivation/returnee fee at your respective Records-in-
    charge before encoding).

Procedures

1) Secure payment slip for deterrence fee P 2,060.00 at your respective Records-in-Charge for
   failure to enlist/pre-enroll and attach your official receipt in the late enrollment form.
2) Present your previous term’s printed grades and your updated Flowchart to your
   Academic Adviser for approval of the course/s to be added and/or deleted.
3) Fill in all required information and submit duly accomplished form for encoding.
4) Form is valid only on the indicated encoding schedule.
5) Change of schedule is not allowed during late enrollment period and if gone through
   online adjustment.
6) Present supporting documents: for underload/dissolution (EAF); for failure in pre-
   requisite – previous printed grades.

Steps

STEP 1: VERIFICATION & GET YOUR NUMBER STUB

STEP 2: ENCODING OF COURSES

STEP 3: PAYMENT OF FEES

Notes to the student:

The courses you enrolled in during the enrollment period is deemed final. However, there are
occasions wherein you need to make adjustments in your enrolled subjects. You may add a
course to comply with the required minimum course load for the term. This form is valid only if
any of the following conditions apply to you. Otherwise, you will not be allowed to make
adjustments in your enrolled subjects.