

Load Revision Procedure & Schedule

Second Semester SY 2019 – 2020

LOAD REVISION FORM

- Add/Withdraw Classes
- Change Section
- Change Status from Audit to Credit
- Change Status from Credit to Audit

DOWNLOAD THROUGH AISIS

1

- After payment, download, save and print the PDF copy of the Load Revision Form (LRF).
- Fill out the form.

REMINDERS

- **Forms should only be downloaded until January 29, 2020.**
- Should you have concerns downloading the form, you may call the Office of the Associate Dean for Academic Affairs or the Office of the Registrar.
- Processing of the LRF will begin on the first day of classes. Only officially enrolled students may process their load revision.
- For freshmen with load revision concerns, please proceed to the Office of the Registrar.

OBTAIN APPROVAL AND SECURE ENDORSEMENT

2

- Obtain approval from teachers and chairs concerned with the load revision request.
- Secure endorsement from the following:
 - Home Department Chair/Program Director
 - ADAA (for undergrad), ADGP (for grad);
 - For scholars only: OAA (for undergrad), ADGP (for grad)

- Requests for change in section do NOT need the signature of the ADAA/ADGP.

ASSESSMENT/PAYMENT OF FEES

3

- Proceed to the Central Accounting Office (CAO, Faber Hall, 2nd Floor) for assessment of fees.
- Fill out the following (if applicable):
 - **Refund Slip**: for refunds
 - **Student Account Adjustment Form**: for additional payments
- Pay to the cashier (if necessary)

- Requests for change in section do NOT need the signature of the CAO and Cashier.

OBTAIN APPROVAL OF THE REGISTRAR

4

- Submit form to the Office of the Registrar.

- If you wish to retain a copy, photocopy the completely signed LRF BEFORE submitting to the Office of the Registrar.

DEADLINES:

January 29, 2020

For the following:

- Adding/Withdrawing Courses
- Changing Sections
- Changing Status from Audit to Credit

March 4, 2020

For the following:

- Changing Status from Credit to Audit

April 1, 2020

For the following:

- Withdrawing from a Class with Permission

FORM FOR CHANGE OF DEGREE PROGRAM OR APPLICATION FOR MINOR/SPECIALIZATION

DOWNLOAD THROUGH AISIS

1

- Download form for Change of Degree Program OR Application for Minor/Specialization.

REMINDERS

- Forms may be downloaded anytime.
- For those who cannot download, you may call the Office of the Registrar.

CHOOSE A REQUEST

2

- Request A - Change of Degree Program
- Request B - Application for Minor and Specialization

- Only one request may be made per form.

OBTAIN SIGNATURES

3

- Obtain the required signatures in proper sequence.

OBTAIN APPROVAL FROM THE REGISTRAR

4

- Forms must be accomplished within the prescribed deadline.
- Submit form to the Office of the Registrar.

- If you wish to retain a copy, photocopy the completely signed LRF BEFORE submitting to the Office of the Registrar.

DEADLINE:

January 29, 2020

For Change of Degree Program