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REQUEST FOR COURSE/S OVERLOAD

PROCEDURE:

1. After filling out this form, go to your Dept. Chair for checking and evaluation.
2. Go the Registrar's Office for encoding, approval and printing of re-assessed copy.
3. In overloading of OJT with one (1) course, please attach time schedule. If more than one (1) course is to be overloaded, please attach program of study.

SR CODE:	NAME(Last, First, MI):
COLLEGE:	PROGRAM & YEAR LEVEL:

COURSE/S TO BE OVERLOADED

Code	Title	Unit/s
TOTAL		

APPROVAL

_____	_____	_____
Department Chair	Dean	Registrar

STUDENT'S COPY

SR CODE:	NAME(Last, First, MI):
COLLEGE:	PROGRAM & YEAR LEVEL:

COURSE/S TO BE OVERLOADED

Code	Title	Unit/s
TOTAL		

APPROVAL

_____	_____	_____
Department Chair	Dean	Registrar

REGISTRAR'S COPY