



REQUISITE COURSES REGISTRATION

(For participants registered at the Upper Level of the B.Sc. Programme who are required to fulfil requisites; and persons sitting single courses as certificate programmes)

SECTION 1 : STUDENT AND CONTACT INFORMATION

*FIRST NAME _____

*MIDDLE NAME(S) _____

*LAST NAME _____

*I.D. # _____ EMAIL _____

PHONE _____ (HOME) _____ (MOBILE) _____ (WORK)

CAMPUS(ES) ATTENDED _____

PROGRAMME REGISTERED FOR _____ DATE STARTED mm / dd / yyyy

SECTION 2 : COURSE INFORMATION

COURSE CODE	COURSE TITLE	DAY & TIME OF CLASS	LOCATION & SECTION #	REPEAT COURSE	PRE-REQ CODE	PRE-REQ GRADE

SECTION 3 : SIGNATURE

*NAME _____ *SIGNATURE _____ DATE mm / dd / yyyy

FOR OFFICIAL USE ONLY

AUTHORIZED BY _____ STUDENT SERVICES OFFICER _____ SIGNATURE _____ DATE mm / dd / yyyy

SINGLE COURSE FEE REQUIRED \$ _____ AMOUNT PAID \$ _____ RECEIPT # _____

VERIFIED BY _____ STUDENT FINANCIAL SERVICES OFFICER _____ SIGNATURE _____ DATE mm / dd / yyyy

CAMPUS WHERE CLASS LOCATED _____ DATE OF COMENCEMENT OF COURSES mm / dd / yyyy

TIME OF CLASSES _____

INSTRUCTIONS

1. Complete form in triplicate.
2. Take completed forms to Student Services Coordinator for authorization.
3. Upon receiving authorization in 2 above, take forms to the cashier along with the prescribed Repeat Course fee.
4. The cashier will return the forms stamped 'PAID', along with a receipt and an Admissions Passcard.
5. One copy of the form should be returned to the Student Services Coordinator to add your name to the class register.
6. The second copy, must be returned to the Registry for inclusion on the student's file.
7. The third copy, along with the Admission Passcard, must be retained and must be taken to every class and presented at the end of course examination.