A.2
OTHER ACADEMIC SERVICES

1. Processing of Application for Overload of Subjects

Process request for overload of subjects for students who intend to add additional subject/s more than the prescribed number of units specified in the curriculum for the current semester prior to the opening of classes or within the adjustment period specified in the University calendar and approved by the Director/ Head of Academic Program.

Request for overload may be allowed for graduating students during the last school term. For undergraduate students, overload may be allowed under the following considerations:

3. Academically outstanding student as certified by the Director/ Head of Academic Program.
4. Transferee/Shiftee who is in good standing (no failing grade in the previous semester).

Office or Division:	Campus Academic Office
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Students

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request Letter for Overload (Complete justification of the need for overload, subjects to overload)	Client
SIS Generated Curriculum Profile	Client's SIS Account
Fully-accomplished Request for Overload Form (For College/Campus	Respective Campus
Fully-accomplished ACE form (Adding of Subject of Changing of Subject/Schedule	https://www.pup.edu.ph/downloads/students/
Certificate of Registration for the current semester	Admissions Office
SIS Generated Curriculum Profile	Student SIS account

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements for evaluation and approval.	1.1. Check requirements presented 1.2. Verify correctness of documents by checking the SIS grade file of the student	None	4 minutes and 30 seconds	*Director/ Head of Academic Program*

	1.3. Upon evaluation, recommend the request for approval of the Director			
2. Present the overload request form for approval of the Director	Approve/deny the request	None	1 minute	*Director*
3. Present the approved overload form to the Director/ Head of Academic Program for adding of units to the student SIS account.	3.1. Add corresponding units in the student account through SIS Academic Management System 3.2. Advise student to proceed to Application for Change of Enrollment Process (Adding of Subject/s)	None	2 minutes	*Director/ Head of Academic Program*
TOTAL		**None**	**7 minutes and 30 seconds**	