



The Office of Academic Affairs

Received Date ____/____/____

Special Registration Request Form

To exceed 22 credits / below 12 credits

Student Name:	Student ID:
Major:	GPA:
E-mail:	Mobile no:

I would like to take courses ☐ more than 22 credits ☐ less than 12 credits as the following details:

Course Code	Course Title	Sec.	Credits	Final Exam Date	Advisor's acknowledgement
1.					
2.					
3.					
4.					
5.					
6.					
TOTAL				Trimester	

Student's reason: ☐ Last term/Required for graduation in T. ... / ... - ... ☐ Course offered once a year
☐ Health problem (for less than 12 credits) ☐ Undertaken Senior/Research Project & Internship
☐ Others (Please specify):

Supporting document: ☐ Medical certificate (for less than 12 credits)
☐ Others (Please specify):

hereby fully acknowledge that this approval is not a guarantee that I will be able to register for all desired courses specified in the form due to 1) full section, and 2) time clash of final examination.

Student's signature: _____

Date: ____/____/____

Comment / Remark: ☐ Approved ☐ Not approved

PDs/Divisional Chair
____/____/____

Comment / Remark: ☐ Approved ☐ Not approved

Associate Dean for
Academic Affairs
____/____/____

*** Please carefully read the procedure to submit the request form on the next page. ***

Registration Requirements per trimester:

- Full-time students : min. 12 credits
- Normal course load : 16 - 18 credits
- High GPA students : 20 - 22 credits
- Special case (i.e. last term) : request to register 4 credits / 24 credits with approvals as per below procedure

Follow the procedure below:

1. Fill in the form

Students must fill in and submit the form to the Division before or during the registration period.



2. Submit the form to the Division

The form will be considered by the advisor, PDs/Divisional Chair, and Associate Dean for Academic Affairs.
The approval may take between 3 to 7 working days.



3. Students can follow up on the approval at the Division or on their own SKY+ account.