



**SPECIAL REGISTRATION REQUEST FORM  
TO EXCEED 22 CREDITS / BELOW 12 CREDITS**

<b>Student Name:</b>	<b>Student ID :</b>
<b>Major:</b>	<b>GPA:</b>
<b>E-mail:</b>	<b>Mobile no:</b>

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

Course Code	Course Title	Section	Credits	Final Exam Date	Advisor's acknowledgement
1.					
2.					
3.					
4.					
5.					
6.					
7.					
<b>TOTAL</b>				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: \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>Comment / Remark:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Not approved	_____ <b>PDs/Divisional Chair</b> ____/____/____
<b>Comment / Remark:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Not approved	_____ <b>Associate Dean for Educational Affairs</b> ____/____/____

## 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) : 4 credits/ 24 credits

## Procedure

1. Student, who expects to complete graduation requirement in this coming trimester, must fill in and submit the form to the Division before or during registration period.
2. Student has to enclose a copy of grade report to the Special Registration Request Form.
3. The form will be considered by advisor, PDs/Divisional Chair, and Associate Dean for Educational Affairs.
4. Student is required to follow up the approval him/herself at Division.

### Follow the 5 steps below:

